

WHERE NEXT ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title

Finance Officer

Location

Easemore Road, Redditch, Worcestershire
(Hybrid working available by agreement)

Hours

Flexible – part-time or full-time (minimum 3 days per week)

Salary

Up to **£32,000 FTE** (pro rata), depending on experience

Reporting to

CEO & Director of Compliance
(Working closely with the Director of Compliance and Senior Management Team)

ABOUT US

Where Next is a long-established charity supporting adults with learning disabilities to live fulfilling, active, and inclusive lives. Through our social enterprises, life skills provision, and community-based activities, we create meaningful opportunities for people to develop skills, confidence, and independence.

PURPOSE OF THE ROLE

To take responsibility for the day-to-day financial operations of Where Next, ensuring that all financial processes are accurate, efficient, and compliant.

The role will also support budgeting, reporting, and financial planning across the organisation, with scope to develop further responsibilities over time depending on experience.

KEY RESPONSIBILITIES

1. Financial Operations

- Maintain accurate financial records using Sage
 - Process purchase and sales invoices, including:
 - Client invoices (variable attendance and payment arrangements)
 - Commercial income (e.g. Industries work and retail)
 - Manage payroll, pensions, and statutory payments (PAYE, NI)
 - Administer staff expenses and financial transactions within required timeframes
 - Manage supplier payments and cash flow
 - Process cash and card income and maintain cashbooks
 - Complete bank reconciliations, including credit cards and multiple accounts
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2. Financial Control & Compliance

- Ensure compliance with HMRC, Charity Commission, and Companies House requirements
 - Complete and submit VAT returns (including partial exemption calculations)
 - Process Gift Aid claims
 - Support preparation of year-end accounts, including:
 - Accruals and prepayments
 - Fixed asset register and depreciation
 - Liaise with external accountants and auditors
 - Maintain and improve financial controls and processes
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3. Reporting & Organisational Support

- Produce monthly management accounts and financial reports
 - Provide financial information and guidance to the CEO and senior team
 - Support budget monitoring across departments and projects
 - Act as the first point of contact for internal and external finance queries
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4. Developmental Responsibilities

(Depending on experience and capacity)

- Support the development of annual budgets
- Assist with project budgets for fundraising applications
- Monitor restricted funding and project spend
- Contribute to financial planning discussions
- Support cost analysis and pricing across activities

PERSON SPECIFICATION

Qualifications

Criteria	Essential	Desirable
Bookkeeping or accounting qualification (e.g. AAT) or equivalent experience	✓	

Skills, Knowledge & Experience

Criteria	Essential	Desirable
Experience in a finance or bookkeeping role	✓	
Experience with accounting software (e.g. Xero)	✓	
Experience of payroll and pensions administration	✓	
Strong numerical accuracy and attention to detail	✓	
Excellent organisational skills and ability to manage multiple priorities	✓	
Strong IT skills, including Microsoft Excel	✓	
Ability to communicate financial information clearly to non-finance staff	✓	
Experience of VAT returns and Gift Aid		✓
Experience of management accounts and budgeting		✓
Experience in the charity sector		✓

Personal Attributes

- Trustworthy and reliable with high levels of integrity
- Proactive and able to work independently
- Strong attention to detail and problem-solving ability

- Flexible and adaptable approach
 - Strong interpersonal skills and ability to build relationships across teams
 - Commitment to the values and mission of Where Next
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WORKING ARRANGEMENTS

- Flexible working patterns available (part-time/full-time)
 - Hybrid working available by agreement
 - Some on-site presence required to support operational finance activities
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GENERAL RESPONSIBILITIES

All staff are expected to:

- Comply with all organisational policies and procedures, including safeguarding, health & safety, and data protection
 - Maintain high professional standards at all times
 - Work with sensitivity and understanding of the needs of people with learning disabilities
 - Contribute to the development of the organisation and its services
 - Support colleagues and provide cover where required
 - Represent Where Next in a positive and professional manner
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ROLE DEVELOPMENT

Where Next is open to shaping this role around the successful candidate. There is scope for the role to develop over time to include greater involvement in financial planning, budgeting, and organisational decision-making.