

**Job title:** Financial Controller — Charity Finance

**Location:** Fully remote

**Hours:** Either full-time (37.5 hours per week) or 0.8FTE (30 hours per week) by negotiation. We are open to flexible working patterns, including arrangements around childcare, caring responsibilities and home life.

**Salary:** £52,000–£60,000 FTE, pro rata for part-time hours, depending on experience

**Holiday:** 28 days annual leave, plus bank holidays

### **About CASEwork**

CASEwork ([www.casework.org.uk](http://www.casework.org.uk)) is a growing finance shared service centre working exclusively with charities and not-for-profit organisations.

We provide finance support across the full finance function, from transactional finance through to management accounts, budgeting, systems improvement and strategic finance support. Our clients are charities of different sizes and structures, each with their own reporting needs, funding restrictions, approval processes and operational pressures.

We are a values-led CIC and our aim is simple: to give charities reliable, high-quality finance support so they can focus more of their time and energy on delivering impact.

As CASEwork continues to grow, we are now looking for an experienced charity finance professional to join us as Financial Controller.

This is not a corporate finance role. It is a hands-on, detail-focused charity finance role for someone who cares about helping charities get reliable, useful financial information.

### **The role**

This is a new senior role within CASEwork and a key appointment for the next stage of our growth.

You will help lead the core finance function, support and develop the finance team, and provide an additional level of technical review and quality control before management accounts and finance reports are issued to clients.

The role would suit someone who combines strong charity finance knowledge with a love of detail, good judgement and a practical, hands-on approach. You will need to be comfortable moving between review work, team support, process improvement, client queries and occasional hands-on delivery when needed.

You will work closely with the Director to ensure that CASEwork's finance processes are robust, consistent and scalable, while still recognising that each charity client has its own needs.

## **Key responsibilities**

### Team leadership and support

You will:

- Support and guide transactional accountants and management accountants across the team
- Act as a first point of escalation when the team needs technical or practical help
- Help ensure the team is clear on priorities, deadlines and client requirements
- Review work, identify training needs and support continuous improvement
- Encourage a culture of accuracy, ownership, curiosity and accountability

### Quality control and client finance oversight

You will:

- Review management accounts before they are issued to clients
- Check actual vs budget reporting, journals, accruals, prepayments and variance commentary
- Ensure restricted and unrestricted funds are treated correctly
- Review reserves reporting and charity-specific accounting treatments
- Challenge unusual movements, errors, inconsistencies or incomplete explanations
- Help ensure clients receive accurate, timely and useful finance information

### Charity finance technical expertise

You will bring strong understanding of:

- Charity accounting principles
- Restricted and unrestricted funds
- Reserves accounting and reporting
- Charity SORP requirements
- Fund accounting and grant reporting
- VAT, payroll, HMRC and finance compliance considerations relevant to charities

- Year-end preparation and audit support

#### Process improvement and controls

You will:

- Help strengthen CASEwork's internal finance processes and client delivery model
- Identify recurring errors and help design controls to prevent them
- Support improvements in month-end checklists, reconciliations, approvals and review points
- Help standardise ways of working across clients where possible
- Work with the Director on systems, process improvement and better use of Xero and related tools
- Ensure the team follows agreed processes consistently

#### Hands-on finance support

Although this is a senior review and leadership role, CASEwork is a growing shared service centre, so you will also need to be willing to get involved when needed.

This could include helping with management accounts, reconciliations, journals, reporting, client queries, year-end preparation or problem-solving where deadlines or complexity require additional support.

## **About you**

We are looking for someone who is technically strong, detail-focused and genuinely interested in improving how finance work is delivered.

You may be a qualified accountant, part-qualified, or qualified by experience, provided you bring strong charity finance knowledge and the ability to review work at a senior level.

Most importantly, you will understand the realities of charity finance and be confident reviewing work across multiple organisations.

You will need to be:

- Experienced in charity finance, ideally in a senior finance, financial controller, finance manager, head of finance or similar role
- Confident with restricted funds, reserves, fund accounting and charity SORP principles
- Comfortable reviewing management accounts and challenging the numbers
- Highly accurate, organised and process-driven
- Able to support, coach and manage finance team members
- Calm under pressure and able to prioritise across multiple clients
- Practical and hands-on when needed
- Good at explaining finance issues clearly to colleagues and clients
- Interested in improving systems, processes and ways of working
- Comfortable working remotely and independently

Experience with Xero would be a strong advantage.

*Please see the full person specification overleaf.*

## PERSON SPECIFICATION

Category	Essential	Desirable
1) Skills, knowledge and aptitudes	<ul style="list-style-type: none"> <li>• Strong technical knowledge of charity accounting principles, including Charity SORP, fund accounting, restricted and unrestricted funds, reserves reporting and grant funding.</li> <li>• Strong analytical and review skills, with the ability to identify errors, inconsistencies and risks in financial information.</li> <li>• Ability to review management accounts and provide constructive challenge and quality assurance.</li> <li>• Strong understanding of financial controls, reconciliations, month-end processes and finance compliance requirements.</li> <li>• Excellent organisational skills and attention to detail.</li> <li>• Ability to prioritise competing demands and manage workloads across multiple clients.</li> <li>• Strong communication skills, with the ability to explain financial information clearly to both finance and non-finance audiences.</li> <li>• Ability to coach, support and develop colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of VAT, payroll and HMRC requirements specific to charities.</li> <li>• Experience of designing and improving finance processes and controls.</li> <li>• Advanced knowledge of cloud accounting systems and finance technology.</li> </ul>
2) Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent), part-qualified accountant, or qualified by significant relevant experience.</li> <li>• Evidence of continuing professional development in finance and accounting.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant charity finance qualification or specialist charity accounting training.</li> <li>• Xero certification or equivalent accounting software accreditation.</li> </ul>
3) Experience	<ul style="list-style-type: none"> <li>• Significant experience working within charity finance.</li> <li>• Experience in a senior finance role such as Financial Controller, Finance Manager, Head of Finance, Senior Management Accountant or similar.</li> <li>• Experience preparing, reviewing and interpreting management accounts.</li> <li>• Experience working with restricted funds, grant reporting and charity-specific accounting treatments.</li> <li>• Experience supporting audits and year-end</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working across multiple organisations, clients or entities simultaneously.</li> <li>• Experience within a finance shared service centre, outsourced finance provider or consultancy environment.</li> <li>• Experience implementing process improvements or systems changes.</li> <li>• Experience using Xero in a multi-client environment.</li> </ul>

	<p>processes.</p> <ul style="list-style-type: none"> <li>• Experience supervising, coaching or managing finance staff.</li> <li>• Experience working independently and delivering outcomes in a remote or hybrid environment.</li> </ul>	
<p>4) Disposition</p>	<ul style="list-style-type: none"> <li>• Commitment to accuracy, quality and high professional standards.</li> <li>• Practical, hands-on approach and willingness to support operational delivery when required.</li> <li>• Strong sense of ownership and accountability.</li> <li>• Calm, resilient and able to work effectively under pressure.</li> <li>• Collaborative and supportive team member.</li> <li>• Curious and committed to continuous improvement.</li> <li>• Comfortable working remotely and managing own workload effectively.</li> <li>• Commitment to the values and mission of supporting charities and not-for-profit organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for helping charities improve financial management and organisational effectiveness.</li> <li>• Interest in developing scalable systems and processes within a growing organisation.</li> </ul>