



## Job Title: Finance Manager

<b>Number of jobs</b>	1
<b>Region</b>	Home based
<b>Post Type</b>	Permanent
<b>Working Pattern</b>	Part time – 15 hours per week
<b>Role Type</b>	Strategic
<b>Salary Range</b>	£35,000 per annum pro rata
<b>Pension</b>	The Company operates an auto enrolment pension scheme
<b>Annual Leave</b>	30 days per year including statutory and public holidays pro rata
<b>Security checks</b>	DBS check required

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## About Us

The **National Flood Forum (NFF)** is the only independent national charity dedicated to supporting and representing people at risk of flooding. Established in 2002 by those affected by flooding, we passionately put people at the heart of flood risk management. Our goal is to empower individuals and communities to recover from flooding and get the best possible outcomes. We put people first. We act as an honest, trustworthy and independent broker on behalf of flooded people.

We work across four key areas:

- Providing information via our helpline and website
- Recovery Services in flooded areas
- Flood Action Groups
- Policy and Advocacy

With over 300 Flood Action Groups across England and Wales and handling more than 1000 calls annually through our helpline, NFF plays a crucial role in supporting and representing flood-affected and at-risk communities. We collaborate closely with flood risk management agencies, local authorities, and government bodies. We also aspire to a collaborative, supportive, and solution-focused environment for our staff.

## About the Role

This is a key role to support our Operations Co-ordinator with accounting and financial administration of the charity.

## Responsibilities

- Managing and recording all financial transactions of the business, journal entries, sales ledger and purchase ledger, bank reconciliations and other account reconciliations, general ledger management, banking, making payments, staff expenses, credit control, weekly and monthly reporting to management, closing the sales ledger and purchase ledger at the end of each month, ensuring all month end journals are posted and any other duties as required by the organisation
- Process timesheets, Gift Aid claims and payroll
- Carry out Partial Exemption calculations for VAT purposes
- Reviewing draft contracts for financial implications
- Kashflow software experience preferred but not essential
- Ensuring restricted grants are analysed and allocated accordingly
- Support the organisation with projects and tasks as required
- Respond to queries over the telephone, email and face to face
- Previous experience in a similar role for a charity

## How This Role Contributes to Our Strategy

- **Community Support:** Supporting management team with good financial practices enabling savings and better value for money
- **Partnerships:** Developing strong relationships with partner organisations.
- **Income Generation:** Supporting income streams through excellent financial practices and supporting business development activity with financial analysis
- **Collaboration:** Fostering a collaborative approach within the organisation.

To apply please send your CV with a one page supporting statement to [amanda.davies@floodforum.org.uk](mailto:amanda.davies@floodforum.org.uk) by Friday 15<sup>th</sup> November 2024 at 5pm. Interviews will take place during November. For an informal discussion please contact Amanda Davies on 01299 403101.