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Branch Finance Manager

“Learn about the role and why you should join us”



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1. Introduction

Thank you for your interest in this role and in the work of the Greyhound Trust.

If you are considering this opportunity, it is likely because you enjoy bringing structure, clarity and insight to organisations, while knowing that your work contributes directly to a meaningful cause. This is a role where strong financial management and sound operational oversight have a tangible impact on the welfare and future of retired racing greyhounds.

The Branch Finance Manager occupies a unique position within the Trust. Combining financial oversight, compliance, governance and business support services, this role sits at the heart of how we operate as a national charity. You will work closely with branches, colleagues and volunteers across the organisation to ensure that our financial controls are robust, our compliance obligations are met, and our resources are managed effectively and responsibly.

Our branch network is central to the Greyhound Trust's success. Supporting branches to maintain high standards of financial management, providing guidance and training, and helping to model future opportunities for growth and development will be a key part of your role. You will not simply be reviewing numbers; you will be helping branches make informed decisions, identifying opportunities for improvement, and ensuring that the charity remains financially resilient for the future.

Alongside branch finance, you will play an important role in a broad range of business services activities, including procurement, contracts, insurance, facilities and operational support. This variety makes the role particularly well suited to someone who enjoys understanding how organisations function as a whole and who takes satisfaction from improving systems, processes and controls that support long-term success.

You will be joining a collaborative and supportive team where people are trusted to take ownership of their responsibilities while working together to achieve shared goals. Success at the Greyhound Trust is built on partnership, professionalism and a willingness to contribute beyond individual job titles. We value people who are proactive, pragmatic and focused on finding solutions.

This role offers the opportunity to influence how a national charity operates, helping to strengthen financial governance, support operational excellence and ensure that resources are used effectively to maximise our impact. Above all, your work will help ensure that more retired racing greyhounds can enjoy the safe, loving homes they deserve.

We look forward to receiving your application.

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2. About Greyhound Trust

Greyhound Trust has spent more than **50 years supporting greyhounds in their transition from racing into loving homes where they can thrive**. Our work is rooted in compassion, expertise and a deep commitment to doing what is right for every greyhound.

Each year, with an annual income of around **£4.5m**, we rehome thousands of greyhounds across the UK. Our dedicated network of branches and volunteers ensures that every dog retiring from racing is cared for, championed, and matched with the right home for its next chapter.

The world around us is changing — both within the greyhound racing industry and in wider society — and we are actively embracing that change. To meet the needs of greyhounds today and in the future, we are focused on building a **long-term, sustainable individual giving programme** that allows us to connect with new supporters, deepen relationships with existing ones, and grow our impact.

Greyhound Trust is a **medium-sized, agile organisation** with a close-knit team and a strong sense of purpose. This is the **first dedicated Individual Giving Officer role**, offering the opportunity to shape and develop our approach from the ground up. You will have the chance to make a real difference; not only to the success of individual giving, but to the wider charity and the lives of greyhounds across the UK.

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3. Is this role right for you?

This role will suit you if you are a **finance professional who understands that strong financial management, clear processes and effective controls are essential to how a charity operates well and delivers impact**. You are comfortable balancing **financial oversight, compliance, governance and operational support**, and you take pride in ensuring systems and processes are accurate, consistent and well embedded.

You are likely to thrive here if you enjoy working in a **small, close-knit and collaborative team**, where success depends not only on technical expertise but also on **strong relationships, trust and mutual support**. You are confident working across organisational boundaries and with volunteers, and you understand the importance of building credibility, listening well, and influencing through collaboration rather than hierarchy.

This is a visible, hands-on role. You are comfortable being present in the organisation - spending time with branches, attending events, and engaging directly with colleagues and volunteers to understand how things work in practice, not just in theory. You don't rely solely on remote communication; instead, you recognise the value of being on the ground, building relationships and seeing the impact of your work first hand.

You enjoy working with a wide range of stakeholders and can confidently build relationships with colleagues, volunteers and branch teams. You are able to explain financial and compliance matters clearly to non-specialists, provide constructive support and challenge when needed, and help others understand the importance of good financial discipline and organisational standards.

You enjoy both **analysis and action**. You are naturally curious, like identifying opportunities to improve how things work, and are motivated by finding practical solutions rather than simply highlighting issues. You are equally comfortable reviewing financial information, supporting compliance requirements, improving business processes or helping colleagues navigate operational challenges.

You will be happiest in this role if you enjoy working in a **purpose-driven environment where flexibility, teamwork and shared responsibility are valued**. As a relatively small charity, we rely on people who are willing to contribute beyond narrow job boundaries, take ownership of their work and support the wider success of the organisation.

If you are looking for a role where **financial expertise, operational insight and sound judgement** make a visible difference, and where your work helps ensure the Greyhound Trust remains a well-run, resilient organisation for the greyhounds and communities we serve, this could be an excellent fit.

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4. Job description



The Greyhound Trust strives for the day when all racing greyhounds retire to loving homes and are treated with compassion and kindness.

Job Description: Branch Finance Manager

Full Time: 36 hours per week

Location: National Support Centre, Horley, Surrey (RH6)

About Greyhound Trust

The Greyhound Trust strives for the day when all racing greyhounds retire to loving homes and are treated with compassion and kindness.

Role Overview

Reporting to the Head of Finance and Resources, the Branch Finance Manager will have a key role in managing the financial oversight, compliance, and business support services across the Greyhound Trust's branch network and National Support Centre.

This role is critical to ensuring robust financial control, operational compliance, and value-driven business services which may including Health & Safety, HR administration, procurement, fleet oversight, and facilities management aspects.

You will take full ownership of branch financial compliance, and modelling for new and existing branch activity, while working closely with the Branch Operations Team to embed and assure compliance requirements locally.

This is a multifaceted role requiring a strong blend of financial acumen, commercial insight, and collaborative leadership.

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Key Responsibilities

1. Branch Financial Compliance and Modelling

Oversee branch financial returns, ensuring timely submission and full compliance with Trust policies.

Review financial analysis and modelling to support new and existing branch activity and strategic decision-making.

Provide financial system training and support to branches and volunteers, ensuring consistent and accurate reporting.

2. Business Services Support

Assisting key business support services including HR administration, insurance, data protection, and facilities management.

Manage procurement and contract management for utilities, property services, insurance, and other supplier agreements to ensure value for money and service quality.

3. Compliance and Governance

Assist with the financial policies and procedures related to branch finances and business services in line with agreed best practices.

Support internal investigations into financial or compliance irregularities at branch level, escalating as necessary.

Support the robust compliance frameworks are embedded and monitored effectively.

4. Online, Retail and Branch Stock replenishment

Review and analyse the online buying trends

Maintain and develop a robust online shop replenishment and inventory system for the Events, retail and branch stock. (Dog and non-dog items)

Support and develop branch stock needs, (Dog, non-dog and staff items)

5. Health & Safety Oversight and Assurance

Assist and support the Trust's Health & Safety policy and framework.

Assist strategic oversight and assurance of H&S compliance across branches and the National Support Centre, collaborating closely with the Branch Operations Team who lead local implementation.

6. Fleet Oversight

Provide operational assistance for the Trust's vehicle fleet, including insurance, compliance, maintenance contracts, and procurement, working with relevant teams to ensure safe and cost-effective operations.

4. Person specification

Skills and Experience

	Essential	Desirable
Qualified accountant (ACA, ACCA, CIMA, CIPFA, MAAT or equivalent) with strong management accounting background (Part Qualified is essential)		X
Experience in charity financial management and understanding of Charity SORP and subsidiary company reporting		X
Proven experience managing business services functions.	X	
Experience with strategic fleet oversight and compliance management		X
Skilled at working collaboratively across teams to implement compliance frameworks and operational controls	X	
Strong analytical skills with experience in financial modelling and forecasting	X	
Excellent communication skills to explain complex financial and compliance matters to non-specialists	X	
Proficient in financial software, MS Office, and modern IT systems	X	

You will be:

- Professional and proactive, with a strong work ethic and “can do” attitude.
- Curious, analytical, data and insight-driven and innovative.
- An excellent communicator, negotiator and team-player.
- Capable of handling stressful situations while maintaining a positive demeanour.
- Exhibit excellent discretion and adhere to professional standards and confidentiality.
- Enthusiastic and empathetic towards the Greyhound Trust’s vision, mission and values.

You will sometimes be required to work or provide support outside of standard working hours for events and operational needs, so flexibility is key. This post and its role requirement will develop with the needs of the charity.

This role is based at the National Support Centre in Horley, Surrey. UK travel to Branches will be required.