

## Job pack: Finance Manager

The Bridge Foundation is an award-winning charity based in Bristol. We make a difference to children, young people, families, and adults suffering mental health difficulties across Bristol, North Somerset, and South Gloucestershire.

Over the past 40 years, we have helped 11,000+ individuals and established a reputation for clinical excellence and effective results. We specialise in supporting the most vulnerable and at-risk children and young people across Bristol through life-changing arts, play, and talking-based psychotherapy. Our delivery model combines schools-based outreach, commissioned services, and fee-paying services. Children have spoken of their therapy as essential: “like breathing”.

We are looking for a Finance Manager to join our passionate and committed team.

**The closing date for this vacancy is on 24<sup>th</sup> April 2026 at 17:00.**

**To apply, please submit a completed application form and your CV to [info@bridgefoundation.org.uk](mailto:info@bridgefoundation.org.uk).**

Thank you for your interest in The Bridge Foundation, and in this role.



## Role overview

Position title	Finance Manager
Location	The Bridge Foundation, 13 Sydenham Road, Cotham, Bristol, BS6 5SH
Hours	14 hours (2 days per week) - can be worked flexibly
Contract	Permanent
Salary	£30,000 - £35,000 FTE (dependant on qualifications and experience)
Pension	With NEST – up to 3% employer contribution
Annual leave	32 days plus Bank Holidays FTE
Reports to	CEO

## Role summary

The Finance Manager is responsible for providing an effective financial management service to The Bridge Foundation, supporting the organisation to manage its finances soundly and sustainably during a period of organisational recovery and change.

The Finance Manager reports directly to the CEO and works closely with them and the wider Senior Management Team. The Finance Manager will oversee the work of the Finance Assistant, whilst day-to-day line management of the Finance Assistant sits with the Operations Manager.

To be responsible for:

- Financial management
- Supporting governance and accountability processes in relation to financial matters
- Financial reporting to the Board of Trustees, alongside the CEO

# Responsibilities

## Financial management

- To develop and maintain systems, policies and procedures that support effective financial management.
- Work with the CEO to set budgets for operational services and to ensure that services are managed within allocated budgets.
- To prepare material for the annual accounts, oversee the external audit process, and prepare and submit statutory returns.
- To be responsible for preparing annual budgets, cash flow forecasts, management accounts, and revised income and expenditure forecasts and projections, in conjunction with the Trustees and the CEO, including financial projections to support the organisation's recovery planning.
- To monitor cash flow and ensure appropriate balances are available in the charity's bank accounts through the timely transfer of funds.
- To oversee the work of the Finance Assistant, ensuring accuracy and consistency in day-to-day financial processing.

## Governance and reporting

- Manage, monitor, and report on financial aspects of all activity and performance, ensuring data collection functions appropriately for all projects.
- Prepare and present financial reports and projections to the Board of Trustees alongside the CEO, as part of the organisation's financial recovery and planning processes.
- Support contract and grant management by providing timely and accurate financial information to ensure performance and reporting requirements are met.
- Work alongside the Senior Management Team to ensure financial policies and procedures are current and understood by relevant staff.

## Service specific: Bridge in Schools

- Overseeing the financial management of the Bridge In Schools service and connecting the schools' contributions with the overall budget and fundraising elements of the finances.
- Monitoring the financial aspects of BiS contracts and agreements, liaising with the Clinical Leads as required.

## Service specific: Bridge Psychotherapy Service

- Supporting financial monitoring of the BPS, liaising with the Clinical Leads and Operations Manager as required.
- Providing financial data to support reporting on BPS performance and outcomes.

## General

- To comply with and work within the Bridge Foundation's policies, procedures, and guidelines, including those related to Equal Opportunities, Health & Safety, Confidentiality of Information, Child Protection and Record Keeping.

## Person specification

It is expected that the Finance Manager will have some or all of the following knowledge and experience:

- A relevant finance or accounting qualification (e.g. AAT, part-qualified ACCA/CIMA) or equivalent experience.
- Education to A Level standard or equivalent (or at least two years' experience in a similar finance role).
- Experience of working in a finance role, including budgeting, management accounts and financial reporting.
- Experience of preparing cash flow forecasts and income and expenditure projections.
- Experience of supporting audit processes and the preparation of annual accounts.
- Experience of preparing financial reports for the Board or Senior Leadership Team.
- Experience of developing and maintaining financial administration processes and systems.
- Experience of prioritising and managing a complex workload.
- Experience of working in a third sector and/or mental health organisation (desirable).
- Good competency in the use of Microsoft Word and Excel and the ability to pick up different IT and accounting systems quickly.
- Excellent numeracy skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent problem-solving skills and attention to detail.
- Self-motivated and able to work on own initiative, using sound judgement and common sense.
- Proactive, but equally able to react to situations as they arise.
- Approachable and enthusiastic.
- Organised with strong attention to detail.

## **Equal opportunities statement**

The Bridge Foundation is an Equal Opportunity Employer and does not discriminate based on race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or any other basis covered by appropriate law. All employment is decided on qualifications, merit and organisational need

The Bridge Foundation seeks to promote equity across its workforce, achieve the highest possible level of diversity in its appointments and promotions, and foster a sense of belonging for all.