



Finance Manager (part-time)

Reports to

Head of Finance & IT

Location

Wimbledon, London SW19. The office is just a few minutes' walk from Wimbledon mainline and underground stations.

Work pattern

21–28 hours per week or 0.6–0.8 FTE (flexible), three to four days a week. Hybrid working with up to 40% of your hours from home, around one to two days a week.

Salary

£29,250 to £39,000 pro rata (£48,750 full-time equivalent)

Start date

Mid-January 2027

Other benefits

The remuneration package includes:

- Generous pension scheme with 15% employer and 5% employee contributions, and a salary sacrifice option
- Death in service benefit
- Flexible working arrangements
- 25 days' paid holiday in the first year, increasing in stages to 30.5 days after four years' service (pro rata), plus an additional 3 days' paid leave between Christmas and New Year
- Employee assistance programme
- Dental insurance

Job overview

The Royal Medical Benevolent Fund (RMBF) supports doctors, medical students and their families, providing vital financial, practical and emotional support when illness, disability, bereavement or other life-changing circumstances create hardship. The RMBF helps hundreds of doctors each year, ensuring that those who have dedicated their lives to caring for others have somewhere to turn when they need help most.

The Finance Manager is responsible for producing accurate and up-to-date accounts and reports for senior management. This is a hands-on role in a small team of three, also covering the purchase ledger, grant payments, donor income, Gift Aid, bank reconciliations and day-to-day bookkeeping.

Dimensions

In the financial year 2025/26, the RMBF had total income of £1.5 million.

We have a small, friendly office. Total headcount is 13.

Responsibilities and duties

- To prepare accurate monthly management accounts with variance commentary and financial reports for the Head of Finance & IT and the Chief Executive in accordance with the agreed timetable.
- To maintain the purchase ledger, ensuring that supplier invoices are correctly approved and recorded on Sage, and to run fortnightly BACS payments.
- To process weekly and monthly grant payment runs for beneficiaries and reconcile these to the CRM database.
- To prepare monthly bank and credit card reconciliations, and to post accruals, prepayments and other journals on Sage as needed for accounts preparation.
- To reconcile donor income monthly between the CRM database, the bank and Sage.
- To supervise and review the work of the Finance Assistant, ensuring that donations are correctly and promptly recorded on the CRM database.
- To prepare and submit Gift Aid claims to HMRC.
- To support the Head of Finance & IT with budgets, the annual audit and year-end accounts under the Charities SORP and with improving and documenting financial processes and controls.
- To follow the RMBF's payment authorisation controls and data protection policies.



- To carry out any other reasonable duties as specified by the Head of Finance & IT or Chief Executive.

Person specification

Essential

- Qualified or part-qualified accountant (ACA, ACCA, CIMA or equivalent).
- Good Excel skills, including pivot tables and lookups.
- Experience of using accounting systems and databases. (The RMBF currently uses Sage 50 and Access Charity CRM.)
- A high level of numeracy.
- Experience of preparing management accounts, reconciliations and journals.
- Attention to detail, coupled with the ability to deal with a significant volume of transactions in an accurate and timely manner.
- Comfortable working independently in a small team, with good interpersonal skills.

Desirable

- Hands-on experience of Sage 50 and Access Charity CRM or similar systems.
- Experience of preparing Gift Aid claims.
- Experience of charity finance, including restricted funds and the Charities SORP.
- Experience of supervising or reviewing the work of others.
- All staff are required to work within the RMBF's agreed policies and procedures. This profile reflects the post at the time of writing and may be reviewed as needs change.

If you are interested in the post, we would love to hear from you.

To apply: Please send us your CV and a covering letter setting out how you meet the person specification to Kathleen Deegan at kdeegan@rmbf.org. The cover letter should clearly demonstrate your relevant experience and explain how you meet the personal specification outlined in the job description. Applications that do not include both documents may not be considered.

Closing date: 11.59pm on Sunday 8 November 2026. Interviews: w/c 16 November 2026.

We welcome applications from everyone and are committed to equality, diversity and inclusion. Applicants must have the right to work in the UK.