

Role Description



Job Title	Finance Manager
Responsible to	Head of Business Support
Purpose	To oversee the finance function, ensuring the processing of financial information is completed in an accurate and timely manner and all reports are completed in line with this.
Working Hours	30 hours per week – working pattern to be agreed with candidate
Salary Range	£36,867 - £49,617 per annum
Contract	Permanent
Base	ACT HQ

Job Overview

Working closely with the CEO and Senior Management Team, the role of the Finance Manager will be to manage and oversee the finance function, ensuring the processing of financial information is completed in an accurate and timely manner and all reports are completed in line with this.

Responsibilities and Duties

- To manage a small team and oversee sales ledger, purchase ledger and credit control and ensure the timely reconciliation of our bank accounts in line with ACT Finance Regulations. Co-ordinate their workloads and development needs.
- To produce monthly management accounts accurately and in line with deadlines.
- To produce quarterly consolidated management accounts and cash flow and debtor analysis and any additional information requested by the Chief Executive Officer and Board of Trustees.
- To be heavily involved in the setting of budgets in conjunction with the Chief Executive Officer and support the Chief Executive Officer, Head of Business Support and Head of Operations in the budget planning cycle. This will include quarterly forecasting of budget outcomes.
- To monitor financial processes across the organisation and ensure all staff and volunteers are following these processes ensuring compliance with Finance Regulations and laws pertaining returns to HMRC.
- Support Operational Managers to control income and expenditure.
- Monitor income and expenditure in the areas agreed, reporting any concerns to the relevant Manager or Head of Operations.
- Have a clear overview of the Credit Control function and liaise with Service Managers with regards to debt recovery.
- Take lead role in the annual Audit process, liaising with Auditors through to production of ACT's annual accounts.
- Ensure all staff are trained on financial processes as part of their induction.
- Take over the remaining development expectations of Accounts IQ, our accounting system launched in April 2025. Evaluate and improve finance related systems and processes.
- Liaise with external consultants where necessary, such as those covering the internal audit function including implementing remedial actions from their findings.

Skills, qualifications, knowledge and understanding required

- AAT qualified as a minimum, with ACCA or CIMA being advantageous.

- Experience of managing staff.
- A knowledge of sales ledger, purchase ledger and credit control.
- Ability to produce management accounts, cash flow analysis and debtors reports.
- Experience of charity accounting, including from an audit perspective may be advantageous.
- Whilst knowledge of our current accounting system (Accounts IQ) is not necessary, an understanding of BI analysis might be an advantage in understanding the system.

Additional requirements

- Must have a full driving license and access to own transport as travel may be involved.