Women's Inclusive Team (WIT)

Job Description: Finance and Fundraising Manager

Senior Management Team appointment

Job title	Finance and Fundraising Manager
Salary	£35,000–£45,500 full-time equivalent, pro rata (dependent on qualifications and experience)
Hours	14–21 hours per week; working pattern to be agreed
Location	Mayfield House, Bethnal Green / hybrid working
Responsible to	Chief Executive Officer
Team	Senior Management Team
Line management	Finance Assistant and other finance support, as required
Contract	Permanent, subject to funding and successful probation

Role overview

The Finance and Fundraising Manager is a senior, hands-on leadership role responsible for strengthening WIT's financial management, growing and diversifying income, and ensuring that grants, contracts and income-generating services are financially sustainable and well governed.

As a member of the Senior Management Team, the postholder will combine strong charity finance expertise with a proven fundraising track record. They will work closely with the CEO, trustees, Finance Sub Committee, senior managers, project leads, the fundraising team and external accountants/auditors.

Monitoring is an important element of the role, but it is not a separate operational function. Project leads remain responsible for collecting and submitting delivery evidence. The postholder will maintain senior oversight of funder requirements, reporting deadlines, financial performance and the quality and completeness of information needed for reports and future bids.

Key responsibilities

1. Finance, accounting and internal controls

- Lead WIT's day-to-day finance function using Quickbooks and Microsoft Excel, ensuring accurate, timely and complete accounting records.
- Produce clear monthly management accounts for the CEO and Senior Management Team, with commentary on variances, risks, cash flow and corrective action.
- Produce monthly and quarterly management accounts and financial reports for the Finance Sub Committee and trustees.
- Maintain rolling cash-flow forecasts and advise the CEO promptly about financial pressures, opportunities and sustainability risks.
- Lead annual budgeting, reforecasting, scenario planning and full-cost recovery calculations across the organisation.
- Develop proportionate internal controls, finance procedures, delegated authorities and checks that safeguard WIT's resources.
- Manage year-end preparation and liaise effectively with external accountants, independent examiners/auditors and relevant regulators.
- Oversee payroll information, pensions, HMRC payments, Gift Aid and statutory returns in collaboration with external providers.

- Ensure restricted and unrestricted income and expenditure are accurately coded, reconciled and reported.
- Provide practical financial support and guidance to budget holders and non-finance colleagues.

2. Fundraising, bids and income growth

- Work with the CEO and fundraising colleagues to develop and deliver an ambitious, realistic income strategy.
- Lead or make a substantial contribution to high-quality funding applications, tenders, contracts and partnership bids, including compelling budgets and financial narratives.
- Demonstrate a strong focus on securing significant grants and contracts and building a healthy, prioritised funding pipeline.
- Develop reusable budget templates, costing tools and full-cost recovery models for bids and service proposals.
- Identify and assess new funding opportunities that align with WIT's mission, capacity and strategic priorities.
- Build effective relationships with trusts, foundations, commissioners, corporate partners and other prospective funders.
- Improve WIT's balance of restricted and unrestricted income and reduce over-reliance on a small number of grant funders.
- Develop income-generation opportunities through chargeable services, commissioned provision, training, consultancy and other mission-aligned activity, including services such as early years and advice provision where viable.
- Contribute financial and commercial insight to partnership negotiations, pricing, contract terms and sustainability planning.

3. Grants, contracts and monitoring oversight

- Maintain an overview of grant and contract values, budgets, funding conditions, payment schedules and reporting deadlines.
- Work with the Monitoring and Evaluation Officer and project leads to ensure financial and performance information is aligned for funder reporting.
- Provide accurate expenditure reports, budget commentary and supporting financial evidence for interim and final reports.
- Monitor grant expenditure and identify significant under-spend, over-spend, ineligible costs or financial risks, escalating concerns where appropriate.
- Advise project leads on eligible expenditure, financial requirements and relevant funding conditions.
- Use financial and grant performance information to support future funding applications, budget planning and organisational decision-making.
- Maintain appropriate financial records, supporting documentation and audit trails for grants and contracts.

4. Strategic leadership and governance

- Act as an active member of the Senior Management Team and contribute to strategy, business planning, organisational development and risk management.
- Present complex financial and funding information clearly to the CEO, trustees, committees, senior managers and non-finance colleagues.
- Support the CEO and trustees to understand financial performance, reserves, commitments, risks and future income scenarios.
- Contribute to relevant policies, the organisational risk register and planning for long-term sustainability.
- Promote a culture of accountability, collaboration, value for money and continuous improvement.

5. People, systems and organisational responsibilities

- Line manage and develop the Finance Assistant, setting clear priorities and ensuring accurate finance administration.
- Improve systems and workflows so that financial and funding information is accessible, consistent and useful.

- Work flexibly and self-sufficiently in a small charity environment, including completing practical tasks when required.
- Act in accordance with WIT's values, equality commitments, safeguarding procedures, confidentiality requirements and all organisational policies.
- Undertake other reasonable duties consistent with the seniority and purpose of the role.

How success will be measured

- Timely, accurate management accounts, forecasts, funder reports and statutory submissions.
- Improved financial controls, budget ownership and decision-making across WIT.
- A stronger and more diversified funding pipeline, with increased sustainable and unrestricted income.
- High-quality, competitive applications supported by realistic budgets and full-cost recovery.
- Early identification and effective management of grant, contract, delivery and reporting risks.
- Constructive leadership within the Senior Management Team and trusted support to the CEO and trustees.

Safeguarding and equality

WIT is committed to safeguarding children and adults at risk and to promoting equality, diversity and inclusion. The successful candidate will be expected to uphold these commitments and may be required to complete an appropriate DBS check depending on the final scope of duties.

References and right to work

Appointment is subject to satisfactory references, proof of the right to work in the UK and completion of WIT's pre-employment checks.