

Finance Officer (Part-Time – 3 days per Week)



Reporting to: Head of Finance

About Us

We are a small but ambitious Charity dedicated to supporting families and communities across the UK. Our work helps people overcome significant life challenges and build more stable, independent futures.

We are looking for a Finance Officer who shares our values and wants to use their financial skills to make a meaningful difference. This is an excellent opportunity for someone who enjoys working in a collaborative environment where their contribution has a direct impact on the people we support.

The Role

As our Finance Officer, you will play a key role in ensuring the smooth day-to-day running of the charity's finances. You will help maintain accurate financial records, process payroll, manage income and expenditure, and support financial reporting.

This is a varied and rewarding role that would suit someone who is organised, detail-oriented and enjoys working as part of a small, supportive team.

Key Responsibilities

Financial Administration

- Maintain accurate financial records using our accounting system.
- Process invoices, payments and income promptly and accurately.
- Reconcile bank accounts and investigate any discrepancies.
- Maintain records of restricted and unrestricted funding.
- Support the preparation of management accounts, budgets and financial reports.
- Assist with year-end audit preparation.

Income Management

- Raise invoices for local authorities, funders and other partners.
- Monitor outstanding payments and follow up professionally where required.
- Ensure income is received, recorded and banked promptly.
- Ensure Gift Aid claims and other income-related processes are run timely.

Payroll and Pensions

- Prepare and process the monthly payroll.
- Ensure staff salaries are paid accurately and on time.
- Administer pension contributions and liaise with pension providers.
- Respond to payroll and pension-related queries from staff.
- Complete payroll reporting requirements and maintain compliance with HMRC regulations.

Purchase Ledger

- Process supplier invoices and ensure costs are coded correctly.
- Prepare payment schedules and supplier reports.
- Reconcile supplier statements and resolve any queries.

General Support

- Work closely with colleagues across the charity to provide financial guidance and support.
- Maintain accurate filing and record-keeping systems.
- Attend team meetings as required.
- Support the Head of Finance with additional finance-related tasks when needed.

About You

We are looking for someone who combines strong financial administration skills with a positive and flexible approach.

Essential Skills and Experience

- Experience working in a finance, accounts or bookkeeping role.
- Experience managing payroll and financial records.
- Good understanding of bookkeeping and accounting principles.
- Strong attention to detail and accuracy.
- Good organisational and time-management skills.
- Experience using QuickBooks and Microsoft Office applications.
- Ability to communicate financial information clearly to non-finance colleagues.
- AAT qualification (or equivalent experience).
- Ability to work independently and manage competing priorities.

Desirable

- Experience working within a charity or not-for-profit organisation.
- Experience of charity accounting and managing restricted funds.
- Knowledge of charity finance, funder reporting and charity accounting requirements.
- Experience supporting year-end audits and preparing management information.

Please note: This role requires previous experience using QuickBooks, as the successful candidate will be expected to manage key finance processes with minimal supervision from the outset.

Personal Qualities

We are particularly interested in people who:

- Care about making a difference.
- Enjoy working in a small team environment.
- Are approachable, supportive and collaborative.
- Have a practical, solutions-focused approach and bring a positive attitude to their work.

What We Offer

- A meaningful role within a charity that creates social impact.
- Flexible part-time working (3 days per week).
- A supportive and friendly team environment.
- Opportunities to contribute beyond your core role and influence how we work.
- The chance to see the direct impact of your work on vulnerable families, individuals and communities.