

Finance Manager

Job Description and Person Specification



JOB TITLE	Finance Manager
EMPLOYER	The Eggtooth Project
LOCATION	Wellington Square, Hastings
RESPONSIBLE TO	Leadership Team
WORKING HOURS	Approx 25 hours a week. Flexible working pattern (to suit school hours/caring responsibilities)
SALARY	Up to £35,000 FTE pro rata depending on experience and qualifications
ABOUT US	<p>We are a small but growing charity providing mental health & creative wellbeing support to young people and adults.</p> <p>We work closely with the local Primary Care Network (PCN), schools, statutory services, and other community organisations, as well as delivering alternative provision, giving children and young people access to creative and therapeutic learning opportunities outside of mainstream education.</p> <p>With diverse income streams, including grants, contracts, donations, and earned income, we need robust financial management to support our continued growth and impact.</p> <p>You'll be joining a supportive, values-driven team that is passionate about the positive change we create in our community. Working closely with our experienced bookkeeper, you'll play a key role in strengthening our financial foundations, enabling us to grow our services and extend our reach to even more people.</p>
MAIN PURPOSE	<p>To lead on the charity's financial management, fulfilling both the operational and strategic functions required. This includes ensuring accurate day-to-day reporting, compliance, and budget management, while also providing forward-looking analysis and guidance to support strategic planning.</p> <p>Working closely with the Leadership Team, Trustees and bookkeeper, the Finance Manager will help ensure Eggtooth remains financially sustainable, resilient, and fully compliant with charity law.</p>

KEY RESPONSIBILITIES

Financial Oversight and Reporting

- Work closely with thebookkeeper to monitor day-to-day income and expenditure, ensure accurate coding and project allocation, oversee bank accounts and payroll, sign off monthly reconciliations, and maintain robust month-end checks, invoicing, and credit control
- Produce accurate and timely monthly management accounts, a rolling cash flow forecast, and variance analysis that clearly show the financial picture.
- Provide clear reports and commentary for the Leadership Team and trustees.
- Monitor both restricted and unrestricted funds, ensuring accurate reporting to funders.
- Working closely with service areas, produce rolling forecasts that update the budget reflecting changes in income and expenditure.

Budgeting & Strategic Support

- Lead on annual budgeting and rolling forecasts, working closely with the Leadership team and Service Leads.
- Support the Leadership Team and trustees with financial planning, scenario modelling, and decision-making.
- Ensure project budgets are aligned with service delivery and funder requirements.
- Contribute to business cases for new services, school contracts, and income streams.
- Recommend actions to improve the financial position where risks are identified (cost-saving measures, income generation, changes to timing etc.).
- Advise on financial implications of major decisions

Compliance and Governance

- Preparation of year-end accounts to trial balance in line with Charity SORP, working with external accountants to ensure accurate financial statements are produced..
- Ensure compliance with Charity Commission, HMRC, and Companies House requirements.
- Maintain and update financial policies, risk management processes, and internal controls.

Income stream and Project management

- Track and report on multiple funding streams (grants, contracts, donations, fee income).
- Support the Leadership Team with financial input for bids, contracts, and grant applications.
- Ensure funder and contract reporting is accurate and timely.

Systems and Process Improvement

- Work with the bookkeeper to ensure financial systems are used effectively.
- Identify and implement improvements to processes, reporting, and controls.

Financial Leadership and Collaboration

- Act as the key finance contact for the Leadership Team and Trustees.
- Support non-finance colleagues in understanding their budgets, reports, and financial requirements and present complex financial information in a clear, accessible form
- Provide professional oversight and guidance to the bookkeeper while valuing their expertise.
- To undertake any other reasonable duties as agreed by the Leadership Team.

PERSON SPECIFICATION

Essential

- Part or fully qualified accountant (ACA/ACCA, CIMA, AAT or QBE) Strong financial reporting , budgeting and forecasting skills
- Proficient in using accounting software (ideally Xero), MS office and Google software.
- Experience of producing management accounts and working with multiple income streams
- Familiarity with charity finance and regulation (or a strong desire to learn).
- Demonstrated experience in managing financial systems, processes and controls
- Ability to interpret and present financial information to non-financial colleagues.
- Proactive, organised, with good attention to detail.
- Alignment with our mission and values.
- Ability to move beyond bookkeeping and historical reporting into forecasting, scenario planning, and strategic financial advice.
- Strong communication skills to translate complex financial data into clear, actionable insights for trustees and non-financial colleagues.
- Confidence in making recommendations and advising on actions to improve financial sustainability.

Desirable

- Previous charity or not-for-profit experience
- Experience of working with restricted and non restricted funds
- Experience of supporting an organisation at a time of growth and transition

What we offer

- Flexible working around school hours or other commitments.
- Opportunity to shape the finance function of a growing charity.
- A role with real purpose - your work will directly support improved mental health and wellbeing for young people and adults.
- Support for training and development (ideal for someone building charity sector experience).
- Supportive and collaborative working environment.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Additional Information

- All posts are subject to a 6-month probationary period
- This post is subject to a Disclosure and Barring Services (DBS) check as well as other pre-employment safer recruitment checks.
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.