Straight Talking Peer Education

Position: Finance Manager
Applications: Please send a covering letter and a CV to info@straighttalking.org

- **Salary** £31,880 pro rata
- **Location** London, Greater London
- **Job Type** Part-time
- **Category** Finance, Management
- **Sectors**: Youth/Children

This is an exciting opportunity for an experienced Finance Manager to join our thriving charity at a time when it is expanding and developing. Straight Talking is moving to a Central London location, our output is increasing and we are seeing a real difference in young people’s lives.

Your role will be to manage the charity’s financial transactions and statutory requirements and sometimes be supporting the young people we employ, advising and helping them to manage their transition off benefits. Here at Straight Talking Peer Education, we employ teenage parents to educate young people about early parenthood, enabling them to make responsible choices and your input will be crucial to helping them to manage chaotic lives and put them on the road to socially inclusion. We will require you to maintain strong boundaries with the young parents alongside an understanding of their issues.

**Specific duties include but are not limited to:**
Managing the financial oversight of the charity, including planning, budgeting and reporting
Input of accounts documents to our accounting system
Preparing budgets for applications and reports to funders
Preparing financial accounts and cash flow for trustee meetings
Advising the board of financial matters
Preparing payroll
Preparing end of year accounts
Working with the CEO and Deputy CEO with budgets for business expansion
Regularly reviewing the financial procedures of the charity
Advising and supporting young parents to manage their day to day finances and State benefit issues.

**To be successful, you will have:**
Part or fully qualified accountant status (or equivalent)
Significant direct experience of financial and budgeting responsibilities
Financial work experience within the third sector
An understanding of SORP
Experience reporting to Trustees and Funders
Excellent communication skills, administration and IT skills, particularly with Excel
Particularly well-developed organisation and internal information-sharing skills
Attention to detail and the ability to work on own initiative
Understanding of the issues of poverty
The role is Part-time, 25 hours per week.

**JOB DESCRIPTION - Straight Talking**

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<tr>
<th>Job Title: Finance Manager</th>
<th>Reports to: CEO and Treasurer</th>
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<tr>
<td>Hours: 25</td>
<td>Location: Elephant and Castle LONDON</td>
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<td>Contract: One year</td>
<td>Salary: £31,880 pro rata.</td>
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An outstanding opportunity for a dynamic and inquisitive part-qualified accountant to take ownership of the UK’s leading Teenage Pregnancy and Parenting charity financial reporting and control framework.

**Principle Accountabilities:**
To manage the charity’s financial transactions and statutory requirements.

1. **Financial Oversight:** Including budgeting, planning, and reporting, managing expenses and overtime approval. Processing of accounting transactions into the accounting system, payment to suppliers, bank reconciliations and monitoring, managing relationship with the bank.

2. **Fundraising:** Assisting the fundraising team by preparing budgets to be included in funding applications.

3. **Reporting:** Responsible for the preparation of management accounts and cash flow for the monthly trustees meetings and advising the board on financial matters (this includes attending bi-monthly evening meetings of the Board).

4. **Payroll:** Preparing the payroll for all staff, including analysis of PAYE, NIC, pension contributions.

5. **End of year accounts:** Preparing the charity’s annual financial statements and assisting the auditor in their annual audit, providing all relevant analyses and explanations.
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<th>Task Description</th>
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<td>6.</td>
<td><strong>Business Development:</strong> Working with the CEO and Dep CEO to deliver business expansion within budget</td>
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<td>7.</td>
<td><strong>Operational Risk:</strong> Responsible for the financial processes and controls of the charity and creating efficiencies</td>
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<td>8.</td>
<td><strong>Compliance:</strong> Ensure that Straight Talking is compliant with all its legal, statutory and regulatory responsibilities including submissions to Companies House, Charity Commission and HMRC</td>
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