

Finance Manager

£31,880 pro rata

Part-time, 25 hours per week

Elephant & Castle SE1 6TE

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 and our output is increasing; requiring sound financial infrastructure.

Your role will be to manage the charity's financial transactions, working to deadlines, meeting statutory requirements and reporting to the SMT and board who meet in the evening bi-monthly. Alongside the day-to-day financial management, you will be on-hand to advise the young people we employ so that they can 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.

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 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

Closing date: All applications will be assessed as they are submitted.