



Finance Manager - Job Description

Job Title: Finance Manager
Reports to: Chief Executive Officer
Contract: 1 year FTC with potential to become permanent
Hours: 3 days per week
Salary: £30,000 pro rata 3 days per week (£50,000 FTE)

About Walworth Garden

Walworth Garden is a charity dedicated to knowledge and nurture. We aim to improve lives by providing excellent learning and horticultural therapy in a garden that's open to all, 7 days a week.

Walworth Garden is a registered charity and Company limited by guarantee, and governed by a voluntary Board of Trustees. Our main charitable work includes horticultural training for people not in work or education, and horticultural therapy for vulnerable and disabled adults. We also provide services that individuals or other organisations pay for in order to generate surplus income to support our charitable work.

Walworth Garden works with some of the most vulnerable in society and safeguarding is of paramount importance. All staff undergo a DBS check.

Purpose of the Role

We are now seeking an experienced and qualified finance professional to take responsibility for the finance function of the charity and its trading subsidiary. The chosen candidate will be joining our team as we embark on an exciting new chapter in improving our site and growing our capacity. The Finance Manager will work with the CEO to ensure the organisation has guidance and support on all matters relating to finance so that the charity and its trading subsidiary are always compliant and secure. The ideal candidate will therefore be detail-oriented and well-organised, with the ability to develop effective working processes and procedures, and the analytical skills to inform managerial decision-making. Walworth Garden is also a plant-based and cruelty-free centre, where our ethos in supporting both people and planet permeates everything we do, so this role will be a great opportunity

for someone looking to utilise their skills and experience toward a shared vision and charitable purpose.

Main Responsibilities

Financial Management:

- Day to day management of the organisation's financial and administrative activities, ensuring that appropriate systems are in place to receive and make payments, and to monitor financial performance of both the charity and the trading subsidiary
- Invoicing and, where required, debt management processes
- Regular reconciliation of bank and other relevant accounts
- Design and implementation of appropriate financial procedures, ensuring they are followed at all times
- Preparation of monthly payroll data and submission to external provider
- Managing all relevant tax aspects for the charity, ensuring that tax is appropriately calculated, collected, reported and paid
- Ensuring appropriate policies are in place, and updating these as required
- Carrying out other financial management activities to meet the evolving needs of the organisation

Financial Monitoring:

- Monitoring and managing cash-flow
- Monitoring financial performance of individual divisions

Financial Reporting and Budgeting:

- Preparation of monthly management accounts for both the charity and trading subsidiary and other financial analysis required by the CEO or Board of Trustees
- Preparing and supporting the independent verification/audit of annual accounts and any other financial reporting required to meet our obligations to the Charity Commission & Companies House
- Preparation and agreement of the annual budget and any required re-forecasts throughout the financial year
- Preparation of ad hoc financial analysis as required by the CEO or Board of Trustees

Procurement:

- Procurement and management of services and consumables required to support the organisation

Grant Administration:

- Overseeing the administration of grants and contracts, including ensuring eligibility of participants, submitting claims and other data required by funders, invoicing and budget monitoring, ensuring that all deadlines are met
- Supporting fundraising efforts, including preparing budgets for proposals
- Supporting the CEO to develop financial strategies for the organisation

General Administration / Other:

- Monitoring developments in financial regulations affecting the Garden, and ensuring processes / procedures are updated as required
- Liaison with the Board of Trustees on all financial matters and, where appropriate, attendance at Board meetings

Person Specification:

Qualifications and Experience	Essential	Desirable
Relevant financial or accounting qualification at diploma level or above (e.g. fully qualified ACCA, ACA, CIMA, AAT)	X	
Minimum 3 years experience working in a financial role	X	
Experience of preparing clear financial monitoring information and budgets	X	
Experience of payroll preparation	X	
Experience in the use of Microsoft and Google packages - particularly Word/Docs and Excel/Sheets	X	
Experience in office administration within a small organisation	X	
Knowledge of Charity Commission requirements and regulations for medium sized charities		X
Experience using the Quickbooks online accounting system		X
Experience of managing suppliers within a similar size organisation, including procuring services or goods from new providers		X
Skills and Abilities		
Excellent analytical skills, with the ability to produce clear and concise financial and project reports for a variety of audiences (e.g. Staff, CEO, Trustees, Funders)	X	
Excellent organisational skills - including planning own activity in logical and efficient way, prioritising tasks, and activity effectively, as well as responding to arising issues and queries	X	

Attention to detail and accuracy in all work	X	
Excellent communication skills and the ability to explain financial data to those without finance skills/training	X	
Personal Attributes		
Ability to be proactive, adaptable to the needs of the organisation and other staff - willingness to 'get stuck in' with the changing priorities of a small charity	X	
Able to demonstrate a strong commitment to DEI and be actively anti-racist, anti-ableist and inclusive	X	