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| finance MANAGER |
| The Finance Manager will oversee core financial operations, including managing purchase, sales, and bank ledger transactions, and supporting the production of accurate financial reports for NEF and NEF Consulting. The role involves preparing and analysing management accounts, working closely with the Head of Finance, project managers, and the fundraising team. This role reports to the Head of Finance and works closely on a range of tasks, requiring the ability to learn quickly, work independently, and step in to cover the Head of Finance’s responsibilities when necessary. |
| JOB DESCRIPTION  |
| **Financial Operations*** Take full ownership of day-to-day financial operations, ensuring accurate processing of purchase, sales, and bank ledger entries through effective supervision and controls.
* Ensure timely and accurate preparation of sales invoices and claims, collaborating with project managers and fundraising teams.
* Review and approve weekly payment runs, verifying supplier details, coding integrity, and authorisation compliance for all purchase invoices.

**Reporting & Controls*** Oversee and ensure accuracy of weekly bank reconciliations, proactively addressing discrepancies and maintaining robust financial controls.
* Prepare and review monthly cash flow forecasts, monitoring liquidity and driving effective debtor management.
* Manage and resolve supplier and customer account queries, fostering strong relationships and ensuring operational efficiency.
* Review and validate monthly payroll reports, reconciliations, and journals (including timesheet), ensuring compliance with internal policies.

**Compliance & External Reporting*** Oversee reconciliation of supporter and various other incomes to bank statements and ensure accurate preparation of annual Gift Aid claims.
* Lead the preparation of quarterly group VAT returns and review irrecoverable VAT journals for accuracy and compliance.
* Prepare and maintain monthly audit schedules for all balance sheet items, ensuring readiness for internal and external audits.
* Support the Head of Finance in the preparation of statutory accounts and audit deliverables.
* Act as the primary point of contact for key stakeholders, including licensees, banking partners, insurance brokers, and the accounting software provider, ensuring strong relationships and effective issue resolution.

**Management Reporting & Budgeting*** Ensure timely and accurate month-end close and maintain strong financial controls.
* Lead preparation of monthly and quarterly management accounts, including income & expenditure, balance sheet, and cash flow forecasts.
* Work with project managers on income, expenditure, and variances, providing clear financial insights.
* Support fundraising and tender applications with accurate financial data and reporting to funders.
* Assist in annual budgeting and forecasting alongside the Head of Finance.
* Provide timely, accurate financial information to management and project teams.
* Maintain and update finance systems, policies, and the finance handbook to ensure best practice.
* Keep abreast of financial developments across the charity sector.
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| PERSON SPECIFICATION  |
| **Essential aspects are shown in bold**. Aspects not in bold are desirable but not essential.**EDUCATION & QUALIFICATIONS*** **Accountancy Qualification**
* Experience in the charity or not-for-profit sector.

**KNOWLEDGE & EXPERIENCE*** **Experience of budgeting, forecasting and cash flow management**
* **Experience of using Excel Intermediate to advanced excel skills (pivot tables, sumifs, vlookups etc)**
* **Knowledge of UK payroll principles**
* **Experience of working with project managers, delivering detailed project information and following up with any queries**
* **Good working knowledge and understanding of VAT designation and gift aid**
* **Experience of preparing annual charity accounts including working closely with auditors**
* Experience of working in a project-based organisation with primarily performance-related grants
* Ability to explain complex financial matters to non-financial managers
* Experience of using IRIS Exchequer.

**SKILLS & ATTRIBUTES*** **Highly numerate with a strong eye for detail**
* **Conscientious, methodical and highly organised**
* **Computer literate, with a solid understanding of accounting software principles**
* **Good communication skills with the ability to liaise with both finance and non-finance individuals; excellent written and spoken command of English.**

**MOTIVATION*** An appreciation and understanding of the aims and objectives of NEF
* Adopts a flexible attitude to meeting organisational and departmental requirements.
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**Further information and How to Apply**

**Title**: Finance Manager

**Hours**: Full time (32 hours p/w - spread across four or five days)

**Salary range**: £49,525 to £50,895, depending on qualifications and experience. Other benefits include our generous pension scheme and a four-day working week.

**Location**: London (in-office minimum two days per week, Tuesday-Wednesday)

**Contract type**: permanent

**Reports to**: Head of Finance

**Start date**: ASAP

**To apply**: please send your CV (no longer than two pages – Word only) and a separate Word document answering the questions below to recruitment@neweconomics.org. Please also complete the Equality and Diversity monitoring from.

Please note that NEF is unable to provide visa sponsorship so cannot accept applications from anyone who does not already have the right to live and work in the UK.

Applications that do not include a separate Word document answering the following questions will not be considered.

1. Please confirm:

- your accountancy qualification/s

- you have the right to live and work in the UK

- you are able to work from our London office on Tuesdays and Wednesdays every week

- your current notice period

2. Please outline your experience, relevant skills and suitability for this position, and why you are interested in the job and working for NEF (ensure that you cover all the major qualifications, experience, skills and abilities outlined in the person specification) (maximum 300 words)

3. What does financial resilience mean to you, and how would you put it into practice at NEF? (maximum 300 words)

**Deadline for applications**: midnight Sunday 12th October 2025

**Interviews**: brief online conversations with shortlisted candidates will take place on Thursday 16th October. Successful candidates will then be invited to a final stage in-person interview at our office in London on Monday 20th October. We will be asking candidates to deliver a short task on the day and will provide details of that closer to the time.