



Finance Manager (Hastings based)

20 hours per week (to be worked Monday to Friday between 9.00-5.30)

£35,000 FTE

Eggtooth is a not-for-profit social enterprise based in Hastings, East Sussex. For over ten years we have offered creative, therapeutic activities and mental health support for young people, children, families and adults in our local community.

We are seeking a Finance Manager to work as part of our small and dedicated team, supporting us at a time of growth and transition. This is a key role in the organisation with responsibility for all aspects of financial management across multiple income streams. Working closely with the Managing Director and key staff, you will provide financial expertise throughout the organisation, helping us to work efficiently and effectively to deliver high quality services and maximise our impact in the local community.

Responsibilities/Main duties will include:

- To produce relevant, timely management accounts, cashflow and other financial reports with analysis and commentary to inform decision making
- To review current processes and then develop robust financial procedures, controls and systems that ensure compliance and diligent resource management appropriate to a growing not for profit organisation with limited resources
- Ensuring accurate financial records are maintained, all transactions are processed and to manage the organisations online banking, Xero account and integrations
- Preparation of the Annual Budget and financial forecasts in conjunction with Managing Director, Board and Senior Managers
- Payroll and HMRC reporting and payments. Filing appropriate information with regulatory bodies, such as VAT returns, annual returns, and gift aid claims as appropriate
- Preparation of year end accounts to trial balance and liaison with Accountants to ensure accurate financial statements are produced
- Preparation of budgets for specific contracts and service specifications
- Working with the Fundraising and New Business Manager to contribute financial information for funding applications and tenders as required and to support donor reporting and grant administration

The following are essential:

- Part or fully qualified accountant/bookkeeper within ACA/ ACCA, AAT or QBE or demonstrable equivalent experience
- Proven experience of working in a hands-on finance role
- Strong knowledge of financial management principles, budgeting and financial reporting
- Proficient in using accounting software and MS office (particularly excel) and google workspace
- Experience in managing multiple, diverse income streams
- Demonstrated experience in managing financial systems, processes and controls
- Ability to work flexibly

The Eggtooth Project

First Floor, 20 Wellington Square, Hastings, East Sussex TN34 1PB

info@eggtooth.org.uk

Eggtooth.org.uk



Finance Manager (Hastings based)

20 hours per week (to be worked Monday to Friday between 9.00-5.30)

£35,000 FTE

Desirable:

- Experience and or knowledge of the voluntary, third sector or charity sector and its financial culture
- Experience of supporting an organisation at a time of growth and transition

At Eggtooth, we believe everyone is responsible for promoting the welfare of all children, young people and vulnerable adults, to keep them safe and practise in a way that protects them. We are dedicated to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- Enhanced DBS check
- Barred list checks
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications relevant to the role
- Confirmation of registration with the applicable registered body where appropriate

At Eggtooth, we actively promote diversity, inclusion, and equal opportunity in our workplace. We value the unique perspectives and experiences that individuals from different backgrounds bring to our team. We encourage applications from candidates of all races, ethnicities, religions, genders, sexual orientations, abilities, and ages.

If you are interested in applying for this role please contact recruitment@eggtooth.org.uk for the application pack. **Closing date for applications 25/08/2023**

The Eggtooth Project

First Floor, 20 Wellington Square, Hastings, East Sussex TN34 1PB

info@eggtooth.org.uk

Eggtooth.org.uk