**Job Description**

**Job Title:** Finance Manager

**Responsible to:** Chief Operating Officer

**Staff reporting:** One

**Location:** 20 Great Dover Street, London, SE1 4LX / Hybrid Working

**Contract:** Permanent / Part Time 28 hours over 4 or 5 days per week

**Salary:** pro rata salary £32,000 - £36,000 inclusive of ILWA / FTE £40- £45k

**Date updated:** June 2025

**Introduction**

Carers UK is the leading national charity for unpaid carers. The Finance Manager is responsible for the management of the financial accounting functions of the organisation, for the preparation of statutory accounts, regular management reports, the preparation of all tax returns, supporting budget holders and assisting them fulfil their responsibilities, and for compliance with statutory requirements including compliance with tax laws and regulations.

The Finance Manager will work closely with colleagues across the organisation, including the nation offices, supporting and advising, building excellence in standards within the finance office and injecting innovative solutions to the organisation’s financial strategy.

**Main Responsibilities**

### A. Financial Accounts

1. Manage the financial accounting function of the organisation.

2. Regularly review the finance systems, processes and accounts structure to ensure it is appropriate to Carers UK’s needs, taking corrective action as and when necessary.

3. Verify and validate the restricted funds accounts and reports and incorporate into the main accounting and reporting systems.

4. Maintain appropriate credit control systems to ensure funds due are received and advise the Chief Operating Officer accordingly.

5. Ensure the effective use of direct debits, BACs and other methods of streamlining payments & invoicing.

6. Comply with requirements for VAT accounting and reporting, prepare quarterly VAT returns – ensuring the accuracy of VAT apportionment.

7. Prepare all tax returns in line with tax laws and regulation.

8. Process Gift Aid claims and liaise with HMRC as necessary.

9. Provide support and assistance to staff managing restricted funds in their day-to-day bookkeeping responsibilities, including providing or arranging training in finance matters as appropriate and relevant.

10. Prepare the year end audit files and statutory accounts in line with SORP, the Charities Acts, the Companies Acts and other statutory obligations and good practice.

11. Liaise with the auditors, bankers and other agencies as appropriate and relevant.

### B. Management Accounting

12. Prepare monthly management accounts for budget holders and senior management team.

13. Prepare regular management reports for the Finance Committee and Board of Trustees.

14. Maintain an organisational cash-flow forecast and assist staff managing restricted funds to prepare and maintain cash-flow forecasts as needed.

15. Provide support and assistance to staff in preparing report to funders.

16. Work with the fundraising team to maintain a schedule of funds due, trusts, grants and donations, showing when payments are due and grants terminate.

17. Contribute to the work planning, budgeting and forecasting processes, provide relevant information as required and input to the accounts system.

18. Obtain regular reports on restricted fund activities and consolidate financial reports with management reports.

### C. Salaries & Pensions

19. Reconcile payments of all staff monthly salaries and statutory and non-statutory deductions from pay.

20. Work with the HR Manager in administering the group pension scheme.

### D Other Responsibilities

21. Line manage the Finance Officer including conducting appraisals and supporting development.

22. Undertake financial risk assessments as appropriate and relevant.

23. Undertake finance projects as and when required.

24. Work at all times in accordance with Carers UK policies and procedures.

25. Carry out other duties appropriate to the post as required by the line manager.

26. Promote equality and diversity and work at all times in accordance with Carers UK’s values, policies and procedures.

27. To attend staff meetings, Carers UK staff conferences in London, or travel to Carers UK offices in the nations which may require an overnight stay, as directed.

28. Comply with data protection regulations, ensuring that information on clients, members, supporters, employees and volunteers remains confidential.

**Person Specification**

Flexible team player and ability use own initiative to work with minimum supervision is essential

High attention to detail, proactive, enthusiastic with a ‘can do’ attitude, well organised, methodical with the ability to multi-task and prioritise workload to meet tight deadlines

Ability to communicate effectively and respectfully internally and externally and work collaboratively with colleagues.

Experience of leading and motivating finance team supportively and sensitively

Strong hands-on statutory accounts preparation and charity audit experience

Knowledge of the latest Charities SORP and Companies Act.

Audit and VAT experience ideally in a charity context

Understanding and experience of the challenges presented by working across a multi-national organisation.

ACA, ACCA, CIMA or equivalent qualification.

Experience in using a finance system to extract information or reports and post journals.

Experience in identifying and resolving errors in financial information.

Ability to interrogate and reconcile financial data.

Ability to use Excel to a high standard to record, analyse and compare data quickly and effectively.

Strong analytical and logical problem-solving skills, particularly in relation to reconciliation of figures.

Strong understanding of financial controls and ability to proactively identify additional controls which may be needed to ensure accuracy.

Strong ethical standards and a high level of personal integrity.

Knowledge and experience of accounting databases including Quickbooks

Interest in and empathy with the needs of unpaid Carers

**Our Values**

Carers are at the heart of everything we do. We are:

* **Attentive**
* we welcome everyone and are always supportive and ready to help
* we listen carefully and respond with expertise and understanding
* **Ambitious**
* we’re courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
* we are always learning and improving, pushing boundaries to increase our impact
* **Achievers**
* we are passionate about what we do and tenacious in our pursuit of change
* we adapt to new challenges and are always striving for excellence
* we love to collaborate and enjoy working with others to reach our goals

**Diversity and inclusion**

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

**Terms of Appointment**

Salary: pro rata salary £32,000 - £36,000 inclusive of ILWA / FTE £40-45k

Contract: Permanent – Part Time over 4 or 5 days a week

Location: 20, Great Dover Street, London SE1 4LX / Hybrid Working

Hours: 28 hours a week

**Benefits**

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive working environment with many attractive benefits. We’ve developed inclusive policies and flexible working arrangements, with your wellbeing at the heart of Carers UK.

* A work life balance commitment with flexible working arrangements available in a truly flexible working culture
* 25 days holiday (plus bank holidays) rising to 28 days with long service
* An additional 3 days paid leave over Christmas and New Year when the office is closed
* Up to 10 days paid carers leave
* Paid Special leave
* Organisational sick pay scheme
* Paid volunteering leave
* Free Health Cash Plan including free access to a confidential 24-hour advice, information and support helpline; unlimited and confidential GP access; a wellbeing app; cashback to set limits for dental, optical and other health treatments plus retail discounts
* Recognition scheme including a values winner of the month
* A commitment to staff wellbeing including Wellbeing Wednesdays
* 6% employer contribution to stakeholder pension scheme
* Free life insurance cover 2 times your annual salary
* Socials such as weekly quizzes and ad hoc events
* A commitment to staff learning and development including access to a learning management system
* Equality, diversity and inclusion staff networking groups
* Induction and buddy scheme
* Central London location with excellent transport links, close to Borough Market
* Loans for bikes when you have been with us for 6 months

We are proud to be an Employer for Carers and Carer Positive member and a Living Wage Employer. We have signed the ‘Happy to Talk Flexible Working’ initiative and are committed to building the best possible environment to help carers in the workforce. Carers UK have signed the Menopause Workplace Pledge and have achieved the Disability Confident Commitment.

As a responsible organisation, we have taken a proactive approach to managing our impact by conducting an external eco-audit of the organisation. We already have an environmental and energy policy and together with the audit recommendations which we will be working to implement we will continue to work to manage our impact. We expect all employees to help us achieve our aim of being an environmentally responsible charity.

**How to Apply**

For an application pack please visit

<https://www.carersuk.org/about-us/working-for-carers-uk>

The closing date for applications is **Friday** **11 July 2025, 1pm.**

CV, personal statement and the completed monitoring form should be emailed to [**recruitment@carersuk.org**](mailto:recruitment@carersuk.org)**.**

Please send in your application as soon as possible.

Please also ensure you have also completed and submitted the diversity monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.

Carers UK reserves the right to appoint at any stage, should an outstanding candidate emerge.

Carers UK may carry out online and social media checks before a formal offer is made.