

Job Title: Finance Manager

Reporting to: CEO

Hours: 3 days per week (21 hours).

Location: Hybrid (Remote working possible with regular in-person/online check-ins)

Salary Band: Manager - £30,000 FTE

Contract: Permanent

Purpose of the Role

The Finance Manager is a key member of Ark T's operational team, responsible for ensuring accurate financial management, reporting, and compliance. The role supports strategic decision-making through the provision of timely and reliable financial information. Working closely with the CEO and external accountants, the Finance Manager ensures the smooth running of all financial processes and systems, with particular attention to the needs and context of a small but ambitious arts and mental health charity.

Key Responsibilities

1. Financial Systems and Bookkeeping

- Manage Ark T's accounting system (Xero), ensuring accurate and timely recording of all transactions
- Reconcile bank accounts, process payments, and track income
- Maintain accurate records for restricted and unrestricted funding, ensuring correct allocations
- Manage Ark T's bank accounts, including maintaining up-to-date records of authorised users, login permissions, and password security protocols

2. Budgeting and Financial Planning

- Work with the CEO and programme leads to develop annual and project budgets
- Monitor actual spend against budgets, identifying variances and providing explanations
- Update Ark T's multi-year financial planning spreadsheets
- Support budget development for funding applications

3. Management Accounts and Reporting

- Prepare and review monthly and quarterly management accounts in collaboration with Ark T's accountants
- Present financial reports to the CEO, Board of Trustees, and funders as required
- Prepare cashflow forecasts and support financial modelling for new initiatives

4. Payroll

- Work with external accountants to process monthly payroll and ensure all staff are paid correctly and on time

5. Pensions (if required)

- Support the monitoring of pension contributions and liaise with the pension provider, if necessary
- Ensure compliance with relevant pension regulations where applicable

6. Grant and Funding Monitoring

- Maintain the funding tracker, ensuring grant income is correctly recorded and restricted funds are monitored
- Track expenditure for individual grants, ensuring spend is aligned with budgets and deadlines
- Prepare financial reports for funders and support monitoring returns

7. Gift Aid and Donations

- Maintain accurate Gift Aid records and process Gift Aid claims in line with HMRC regulations
- Work with the CEO and Fundraising team to ensure donor records are up to date and claims are maximised
- Ensure appropriate audit trails are in place for donations and declarations

8. Compliance and Financial Controls

- Ensure financial policies and procedures are followed and regularly reviewed
- Ensure compliance with HMRC, Charity Commission, and other relevant statutory bodies
- Liaise with the independent examiner/auditor for the annual accounts and support audit preparation, if necessary

9. Systems and Administration

- Maintain and improve financial templates, tools, and spreadsheets to support efficiency
 - Maintain secure records of financial system passwords and ensure appropriate access control
 - File and manage financial documentation for easy access and transparency
 - Work collaboratively with the CEO and Programmes team to improve data collection for financial impact and evaluation
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10. Administrative and Operational Support

- Provide cover for key financial processes in the CEO's absence, including logging into the bank account to tick the "authorise" button for payments such as payroll and expense reimbursements
 - Provide general finance-related administrative support as required by the CEO or wider team
 - Help ensure smooth financial operations during periods of staff absence or leave
 - Contribute to wider organisational processes such as document filing, internal communications, and coordination where needed
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Essential Skills and Experience

- AAT Level 3 or 4 (Association of Accounting Technicians)
- Experience using Xero accounting software
- Strong Excel skills and ability to maintain and analyse complex spreadsheets
- Experience preparing or reviewing management accounts and budgets
- Understanding of charity finance, including restricted funding and funder reporting
- Familiarity with Gift Aid regulations and processes
- Excellent attention to detail and organisational skills
- Ability to manage time effectively and prioritise workload
- Ability to work independently and problem-solve
- Strong communication skills.
- Ability to be professional, polite, and welcoming when interacting with funders, visitors, and external partners
- Commitment to the values and mission of Ark T

Desirable

- Part-qualified or fully qualified accountant (ACCA, CIMA, or CIPFA).
 - Certificate or diploma in charity accounting or finance management (e.g. through Chartered Institute of Public Finance & Accountancy – CIPFA or Charity Finance Group – CFG).
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Other Information

This job description outlines the key responsibilities of the role, but it is not exhaustive. As Ark T continues to grow and evolve, the Finance Manager may be expected to take on additional responsibilities in line with the organisation's needs. The successful candidate will be adaptable, flexible, and able to work independently while communicating clearly with internal and external stakeholders.

Ark T is a small, dedicated team working in a fast-paced and responsive environment. While everyone has their own focus and areas of responsibility, we value a collaborative spirit and mutual support. From time to time — particularly during periods of change, funding deadlines, or unexpected challenges — team members are expected to pitch in and help wherever needed. This might mean assisting with logistics, supporting community events, or stepping outside the usual remit to keep things running smoothly. A willingness to muck in and a solution-focused mindset are essential qualities for success at Ark T.