



Little Village network - Finance Manager

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of five. We collect great quality donations from local families, and we get these out to other local families in need via friendly drop-in sessions. We work closely with other local organisations to achieve our goals and engage our target families. We make it as easy as possible for local families to support each other, and we promote sustainable living.

We have three sites across London, and have fulfilled 3500 referrals since we launched in 2016. We're looking for an experienced Finance Manager to join our team and help us to grow our organisation in line with our values, and ensure we are financially robust. We want to increase our impact in 2019 and this role is a key part of our plan.

You'll work closely with our Chief Executive and the Board, as well as across our three sites in Wandsworth, Camden and Southwark, supporting the local teams and volunteer Treasurers there. The work is varied and stimulating, and Little Village is a really fun, talented, and committed place to work.

We're looking for someone who can work approximately 14 hours a week. We're open about how and where they are done – and they don't all need to be office-based, so long as you're contactable. We're passionate about ensuring our roles work with the grain of family life.

The role:

START DATE: February 2018

DURATION: 12 month contract including 1 month probation period. Potential to extend contract subject to further funding.

HOURS: approx. 14 hours a week, flexible but ideally with some availability Monday to Wednesday.

SALARY: £35,000 per annum, prorated

LOCATION: Mainly home-based, with some meetings across Little Village's sites in Wandsworth, Camden and Southwark.

PROCESS: A covering letter outlining why you are interested in this role and what you would bring to it, along with your CV, should be sent to recruitment@littlevillagehq.org with *Finance Manager* in the subject line by **January 22nd**. Shortlisted candidates will be invited for during the week of 4th February. For an informal chat please email sophia@littlevillagehq.org before this date.





Role aims:

To support the growth and future sustainability of Little Village by ensuring our finances are in great shape. You will ensure that appropriate and accurate accounting records are maintained, and you will contribute to the strategic financial planning of the organisation as we grow beyond a start-up.

Key duties

- Financial management:
 - Quarterly preparation of financial report for trustee board, in conjunction with the finance Trustee, CEO, Site Directors and Site Treasurers as necessary.
 - Monthly review of financial position, working with sites to understand anomalies and identify any issues, and ongoing monitoring of performance against budget, including timely flagging of possible cash flow issues.
 - Day to day financial management of the Little Village HQ finances. Processing HQ invoices, allocating funds to sites (e.g. centrally secured grant income), calculating and requesting quarterly site network contributions, keeping Xero entries up to date.
 - Monthly review and payment of HQ and board expenses, spot-check on site expenses.
 - Overall management of Little Village's cloud accounting system, Xero, including users, chart of accounts, project tracking etc.
- Payroll
 - Complete monthly payroll run, to include communication with outsourced payroll provider, quarterly P30 payments, processing employee changes such as salary, on-boarding and leavers.
 - Ensure compliance with tax and pension obligations and payments.
- Budgeting:
 - Full participation in annual budgeting process, to be completed in September-November for approval at November/December Trustee meeting.
 - Contribution to fundraising strategy to support budgeted operations.
 - Budgets will be prepared in conjunction with the finance Trustee, CEO, Site directors and Site treasurers as necessary.
- Regulatory requirements
 - Working with the Secretary, CEO and finance Trustee to ensure that regulatory requirements are met.
 - Preparation of annual accounts and supporting documents.
 - Liaison with charity's independent examiner or auditor as appropriate.

Required skills/experience

- Qualified accountant, with charity sector experience
- Some previous experience of running or participating in budgeting and/or fundraising processes.
- Knowledge of Xero
- Self-starter, with collaborative working style and excellent organisation
- A passionate commitment to the values and mission of Little Village

