

**Role: Finance Officer**

**Contract:** Permanent contract

**Location:** Hove, East Sussex (or remote working if preferred)  
**Hours:** 12 hours per week

**Salary:** £32,306 FTE - AfC band 6 (actual £10,338 pa)  
**Pension:** Employer contribution 3%   
**Leave Entitlement:** 240 hours FTE (actual 77 hrs pa)

**Line Manager:** CEO

**Deadline for applications:** noon Monday 20th June 22

Since 2000 Mankind UK ([www.mkcharity.org](http://www.mkcharity.org)) has offered therapeutic services to support men 18+ in Sussex who have experienced sexual assault or abuse. We offer self help resources via [www.1in6.uk](http://www.1in6.uk), 121 counselling, courses and group therapy.

We are a small organisation with big ambitions for National growth and are seeking a finance officer to support the CEO with bookkeeping, fundraising and financial management.

This role will suit you if you are - ambitious, meticulous and self sufficient



**Main Duties**

* Receiving, inputting and allocating invoices in Quikbooks and making payments
* Issuing Quikbooks invoices and ensuring payment is received
* Reconciliation of bank accounts and allocation of income within QuickBooks
* Liaising with external payroll company, pension providers and HMRC when required
* Monitor spending against the budget
* Produce monthly management reports and quarterly funder reports.
* Preparing the end-of-year accounts and in liaison with the external accountant
* Assisting colleagues with general financial queries
* Assist with the development of a system for therapists to track client donations received
* Assist the CEO with forecasting, budget setting and preparing funding bids
* Comply with the policies, procedures and service standards of the charity
* Use Quikbooks, G Suite, Trello, Miro and other digital systems as needed
* Ensuring the Charity is accountable and complies with current financial legislation
* Undertake other reasonable duties which uphold and maintain standards of service delivery

**Person Specification (E = Essential, D = Desirable)**

1. A fully qualified Accountant or partly qualified with experience in a relevant role (E)
2. Minimum of 2 years’ experience working in a similar charity finance role (E)
3. Expert Quikbooks user (E)
4. Expert Excel / Sheets user (E)
5. Experience of contributing towards funding bids (E)
6. A sound understanding of current accounting standards and The Charities Statement of Recommended Practice (SORP) (E)
7. Ability to manage own time and workload (E)
8. Understanding of and commitment to equality and diversity best practice (E)
9. Experience of using G Suite (D)
10. Experience of working towards Quality Standards (D)
11. Understanding of charity outcome assessment (D)

We have a staff team of 13 clinical staff who deliver therapeutic services and the CEO, Head of Services and Quality and Outcomes Officer.

We are looking for the newest member of our non clinical team. You will have experience of using and improving financial procedures and systems, excellent organisational skills, and the ability to prioritise your own workload and work to deadlines.

You will have excellent attention to detail and commitment to a high degree of accuracy to ensure accurate and reliable financial reporting. It’s also important that you are able to communicate effectively with colleagues and explain financial information to those with limited financial experience.

**How to Apply**

If you would like to know more about the role please contact the CEO at [lucy.hughes@mkcharity.org](mailto:lucy.hughes@mkcharity.org) or call 07930 181164

Please complete the Application Form and Equalities Monitoring Form available on our website at <https://mkcharity.org/recruitment/>

and email them to

[lucy.hughes@mkcharity.org](mailto:lucy.hughes@mkcharity.org)

no later than **noon on Monday 20th June 22.**