



Finance Manager

Salary: £38,000 per annum

Contract: Permanent

Application closing date: 19 March 2024

**Help inspire a new generation
of active citizens**

About Young Citizens

Founded in 1989, Young Citizens is a national education charity working to enable more quality, inspiring, active citizenship education for children and young people in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 350,000 children aged between five and 18 every year.

We believe that Britain's future depends on equipping the next generation with the skills, knowledge and confidence to participate actively in society. With democracy under pressure from many directions, our work has never been more important.

Our vision is a society where people are empowered to participate in and shape their communities and institutions for a more inclusive, accessible, and thriving democracy. We help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

Our mission is to provide inspiring learning experiences that light the spark of active citizenship for life. We offer a range of immersive programmes and inspiring resources that build their knowledge of how democracy works, their skills to engage with complex issues in society, and their confidence to participate. This education in turn empowers young people to shape their communities, institutions, and society, building habits for life.

Young Citizens in numbers

20+ Young Citizens staff based across the UK, with a headquarters in London

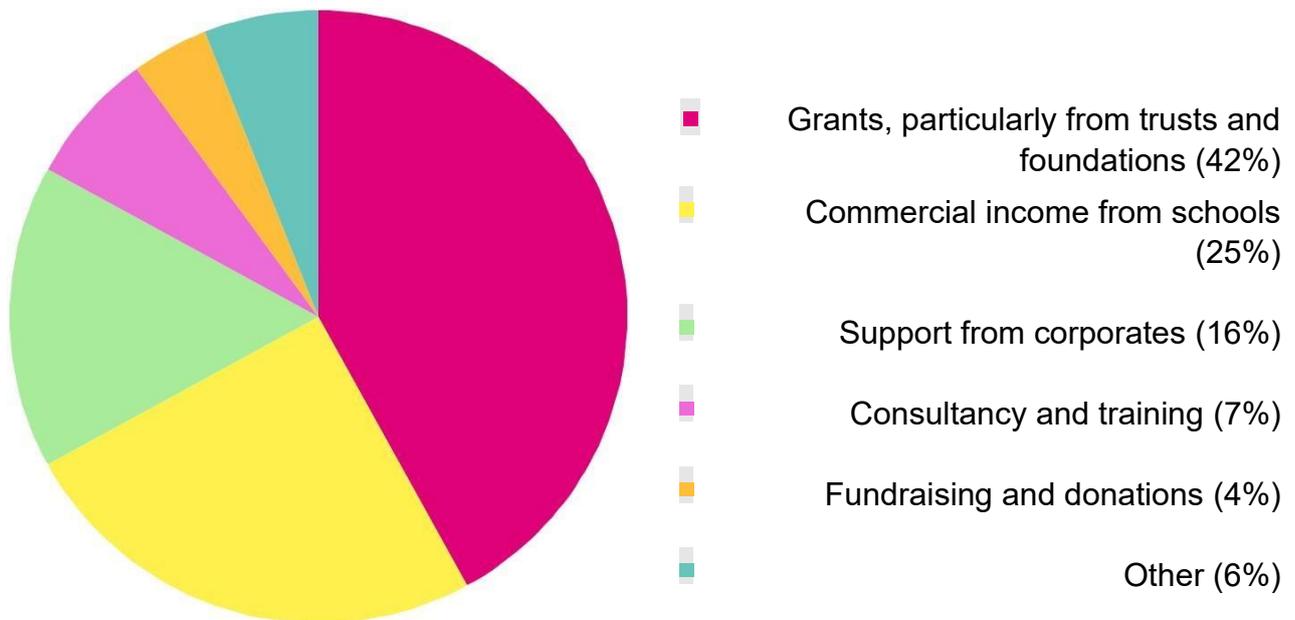
100+ classroom resources available in our online libraries

2000 professionals take part in our volunteering programmes annually

450,000+ children and young people reached each year either through our training of their teachers, resources used in the classroom or our immersive programme

Sources of income for Young Citizens

In 2010, around 60% of our income came from central government grants. Today, this has reduced to zero. We have diversified our income sources, as we develop a new business model.



Over the next few years we are aiming to further diversify our income sources, making our programmes and materials available to a wider group of young people who will become active citizens of the future. At the same time we want to engage more funders in supporting our work through financial and volunteering support.

Our most recent [Audited Accounts and Trustees Report](#) for 2022/23 can be downloaded from our website.

Our website www.youngcitizens.org contains lots of information about the charity. This includes our new **'Lighting the Spark' five-year strategy** for empowering young people.

Job Description

Job title: Finance Manager

Contract type: Full time (37.5 hours per week), permanent.

Responsible to: CEO

Key working relationships: CEO, management team, HR Advisor, Finance Team as well as outsourced providers.

Location: Brick Lane, London (hybrid working)

Salary: £38,000

Benefits: In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including an enhanced employer pension contribution, 28 days annual leave plus eight Bank Holidays, volunteering leave and a day off for your birthday.

Role Summary

This role will lead on our financial planning and processes. The successful candidate will have significant experience managing finances and financial processes, ensuring strong systems, reporting, policies and governance.

Our new Finance Manager will provide financial advice and support to the Chief Executive and the Board of Trustees as well as having a hands-on role executing payments, resolving invoices and signing off on payroll.

The role will require an accomplished financial executive who has accountancy qualifications, is partially qualified or has strong equivalent experience. Translating financial information into strategic insights, ensuring effective processes and project management of technical systems development will be key to success in this role.

Ideally candidates would have experience of accounting in a similar sized charity (our annual turnover is c£850k) or relatable business and leading a small team.

Responsibilities

- Act as key financial manager for the organisation, ensuring due diligence, day-to-day management and regular financial reporting as well as preparation of management accounts
- Ensure proper processing of invoices, expenses and financial records
- Oversee and ensure accurate accounting, including finalising the annual accounts, managing the annual audit and audit process
- Creating and sharing financial information in an accessible way for CEO, management and the Board on a regular basis, providing key updates and insights proactively to inform decision-making
- Work with management and the Board to develop and manage the organisational budget, forecasts and multi-year finance plans, ensuring that all budget holders understand their budgets and how to effectively manage them

- Manage a small team and any outsourced financial support, regularly assessing their service and division of tasks to ensure an effective finance function
- Be responsible for our day-to-day cash management, processing and banking relationships, acting as a main signatory for banking and contracts and ensuring funding is received in a timely manner in line with agreed terms
- Advise on and implement improvements to the charity's financial processes and controls to ensure fit-for-purpose and fully compliant financial management
- Ensure day to day financial functions are accurately delivered in timely fashion and financial control is maintained
- Input into funding proposals, providing key finance information to potential funders to secure future income
- Act as Company Secretary for the charity, ensuring compliant filing and reporting to regulatory bodies
- Act as the primary contributor to Finance and Audit Committee meetings and maintain regular liaison with the Treasurer
- Develop and regularly review the organisation's risk register to manage and mitigate risk
- Support the governance of the charity by ensuring the organisation complies with all relevant statutory legislation
- Ensure payroll has correct and timely information on starters, leavers and changes to employees' salary, hours of work, contract duration etc. checking/preparing for payment
- Work across teams to support the development of project business cases to apply for additional resources.
- Ensure all budget holders are trained and supported to have a clear understanding of their area of financial responsibility
- Help to ensure that resources are allocated optimally in fulfilment of the organisation's objectives and that the organisation is achieving value for money from its spend
- Regularly review, and update as needed, financial systems and controls to ensure they are fit for purpose. Ensure compliance with documented controls
- To uphold the charity's values as outlined on our website
- Any other duties that might be reasonably required to ensure an effective, positive team culture and charity success

Person Specification

Essential Experience:

- ✓ *Professional accounting qualification - either part or fully qualified, or equivalent experience*
- ✓ *Extensive experience as internal financial manager and overseeing functions of financial reporting systems and software/platforms*

- ✓ *Experience in roles that have had responsibility for directly producing briefings and reports to guide strategic decisions by leadership*
- ✓ *Experience of setting, managing and monitoring budgets and producing timely financial reports for the management team*
- ✓ *Experience managing, maintaining and reviewing contracts, including suppliers, preferably with some experience of funding or partnership agreements*
- ✓ *Experience line managing and supporting staff*
- ✓ *Ability to properly manage supplier relationships; maximise resourcing and arrangements*

Essential Skills:

- ✓ *Detail orientated and organised yet able to focus also on the bigger picture*
- ✓ *Can demonstrate good executive judgement and integrity*
- ✓ *Strong interpersonal and communication skills including written reports and leading in a team or meeting setting*
- ✓ *The ability to present financial data in a way that is clear and understandable to non-financial colleagues*
- ✓ *Excellent project management skills*

Essential Aptitudes:

- ✓ *Proactive, collegiate and visible manager good at developing relationships and pushing forward practicable solutions during times of change*
- ✓ *The ability to learn new systems and platforms swiftly*
- ✓ *Welcomes working in innovative and flexible ways to fit different team needs, systems and finds enjoyment in providing solutions*
- ✓ *Resilient and enjoys overcoming challenges, keeping a positive outlook*
- ✓ *An understanding of, and empathy with, the charity sector*
- ✓ *Willingness to put into practice the aims and values of Young Citizens*

Desirable:

- ✓ *Financial experience in a charity and/or similar sized organisation*
- ✓ *Directly overseeing and managing a charity audit process*
- ✓ *Technical project management skills or qualifications*
- ✓ *Experience of supporting Boards and subcommittees in financial matters and acting as Company Secretary for a charity.*
- ✓ *Comfort with leading on complex issues despite ambiguity, working collaboratively to get the best results*

How to apply and key dates

To apply, please send us a CV and supporting statement (maximum two sides of A4) explaining your interest in this role and how you fit the person specification. Please include your earliest possible start date and/or current notice period.

Please submit your applications **via Reed** using this link:

<https://www.reed.co.uk/jobs/finance-manager/52220504>

or **via email** to RecruitmentHR@youngcitizens.org

Please note:

- Applications submitted without a covering letter that address interest in this specific job role with our charity will not be considered.
- We are not normally able to provide feedback on applications not progressed to interview stage
- We will be actively reviewing applications ahead of the closing date. We encourage early applications.
- This job offer is subject to satisfactory references
- Young Citizens welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation
- Young Citizens is committed to safeguarding and promoting the welfare of the children and young people that we work with and we expect all staff and volunteers to share this commitment.
- Candidates must have the existing right to work in the UK.

The closing date for applications is midday 19 March 2024.

Questions?

If you have any questions about the role, please get in touch with RecruitmentHR@youngcitizens.org with the subject 'Finance Manager'.