

## ***Finance Manager***

**CHICKS**

**£28,452- £33,000 per annum (negotiable / dependant on experience)**

**Permanent Role based in Buckfastleigh, Devon, on a full or part time basis (4 to 5 days) with specific days of work negotiable.**

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CHICKS is a national children's charity providing free respite breaks to children aged 8-15 from all over the UK who would really benefit from a break from their home lives.

The charity began in 1992. In 2017 we celebrated our 25th anniversary year! Since 1992, we have provided over 15,600 children with a much needed break.

After an incredibly exciting period and an imminent move to a new office location in Buckfastleigh, we are seeking a Finance Manager for a new role within an expanding finance team.

### **Our ideal Finance Manager is someone who can:**

- Monitor the day-to-day financial operation of the charity, such as payroll, invoicing, and other transactions.
- Prepare monthly profit, loss and balance sheets for trustee reports.
- Prepare and maintain rolling 2-year budgets and forecasting
- Tax and VAT reporting and processing.
- Preparation of year end and statutory accounts.
- Conducting internal financial audits.
- Analyse accounting activity to identify inaccuracies and opportunities.
- Manage the payroll process including provisions for workplace pensions.
- Understand and adhere to all financial and accounting regulations and legislation.

### **To be successful you will need to be:**

- Either CCAB qualified, AAT qualified or qualified by experience
- A self-starter who is proactive and with a can-do attitude.
- A team player who can build relationships across the team and be adaptable.
- A good communicator who can work under pressure, prioritise and adapt to change.
- Analytical with an attention for detail.
- Deadline orientated with the ability to stick to time constraints.

This is an excellent opportunity for an experienced person with a strong work ethic looking to work in a fast-paced environment. Due to the location of our office and retreats, a full UK Driving Licence would be beneficial.

**What's important to us?**

We believe every child has the right to make positive childhood memories. A CHICKS break inspires new confidence and gives children the chance to have fun, enjoy new experiences and relax. More than anything, it gives them the chance to just be children.

**Why would you want to work with us?**

On top of a competitive salary we offer a great working environment that includes free parking and an onsite gym. We offer enhanced annual leave and sick pay provisions with loyalty schemes and always look to develop our team with training opportunities.

**If this sounds like the role for you:**

Please apply directly to Sarah Smith, Chief Operating Officer via email at [sarah@chicks.org.uk](mailto:sarah@chicks.org.uk) by attaching your CV and a covering note outlining why you feel you would be an asset to our team.

If you still need more convincing, feel free to take a look at our website.

Closing date for applications is 5pm, Monday 8<sup>th</sup> April 2019 although we don't like to hang around, so applications will be reviewed as soon as we receive them.