



A warm welcome from Home-Start Greenwich

About Us

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children.

We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

What We Do

To achieve our vision, we provide the following services:

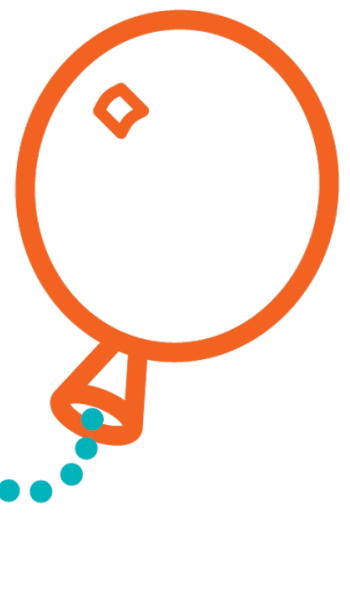
- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children's Centre services, including a wide range of effective and creative services:
 - ❖ Employability & Training
 - Health & Social Care
 - Childcare
 - Food & Nutrition
 - ❖ Health & Well-being
 - ❖ Quality Play & Early Education Opportunities
 - ❖ Family Support
 - ❖ Quality Childcare

Our Mission Statement

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family's potential.

We are here for families when they need us most



because childhood doesn't wait

About The Role

Job title:	Finance Manager
Reporting to:	Director of Operations
Location:	Head Office, SE18
Staffing:	None
Hours:	Permanent, Part Time (28 hours per week, 52 weeks)
Salary:	£47,207.48, per annum pro rata
Closing Date:	Wednesday 12 th March at 5pm

Job Purpose

The Finance Manager has full responsibility for use of company funds and a supporting role in delivery of the annual Audits & Accounts. This includes financial management across Home-Start Greenwich and its strategic partners and is focused on ensuring the effective and efficient use of financial resources and systems and robust reporting and analysis. The role encompasses all financial activities: accounting and reporting, budget setting and forecasting, financial management control policies and procedures, banking, and grants and funding.

Key Accountabilities

- Income and expenditure processing, including management and oversight of all payment runs, accurate income recording and reconciliation and of all banks, purchase ledgers, sales ledgers and systems for handling / filing associated documents.
- Responsible for all aspects of Plumstead Day Nursery financial management. Duties include monthly invoicing, direct debit processing, debtor reporting and assisting nursery manager on an ad-hoc basis.
- Work with HR and the outsourced Payroll provider in preparing and processing the monthly payroll, management of PAYE and Pension Payments.
- Work with the Director of Operations to prepare annual budgets.
- Produce regular budgetary monitoring reports and investigate variances with budget leads to ensure delivery of our operations within the agreed budgets.
- Responsible for monthly balance sheet reconciliations
- Management of Fixed Asset and depreciation Schedule
- Actively contribute to our funding strategy and ongoing decision-making about funding and grant applications
- Assist with grant applications producing budgetary documents where applicable. Continually monitor and report on grants awarded to SLT, DMT and for the external funder.
- Work with the Finance Director and Director of Operations to ensure accurate and timely closure of the financial accounts for month-end, quarter-end and year-end and assist with the production of monthly management accounts.
- Production of monthly financial reports for DMT and SLT. Reports include P&L, Balance Sheet and Cash Flow.
- Support the production of statutory audited accounts in collaboration with Finance Director, Director of Operations and Auditors in accordance with accounting principles and best practice.
- Assist in the recording of Gift Aid
- Support in the production of the Annual Report and ensure annual returns are completed, fully compliant and submitted to the Charity Commission

- Responsible for maintaining accurate and up-to-date financial accounting records in accordance with Home-Start Greenwich policies to facilitate timely management and statutory reporting, in accordance with accounting principles and best practice.
- Provide advice on queries around financial transactions and operations ensuring responses consider Home-Start Greenwich's financial policies and procedures. In particular ensuring effective financial processes and procedures are communicated to and followed by all staff.
- Ensure that a full set of documented financial policies, procedures and processes are maintained for accounting and auditing purposes.
- Identify opportunities for improving financial systems according to best practice and highlight opportunities for reducing costs/improving contracts.
- Maintain and suggest changes to financial procedures such that they retain efficiency across the organisation and are in-line with industry best-practice. Keep abreast of all changes in the financial accounting system.
- Respond to ad hoc queries, and analysis as required.

Experience and skills

- Qualified or part qualified AAT, CIMA, ACCA.
- Charity finance experience desirable.
- Experience of producing detailed financial and management reporting to highlight the current position and future risks.
- Experience in accrual accounting, financial principles, systems and procedures.
- Experience with maintaining Profit and Loss and Balance Sheet accounts.
- Minimum of 3 years' experience of responsibility for the financial operations of an SME or organisation of a similar size.
- Excellent computer literacy, including MS Office, Excel, Word, Outlook, and Internet applications.
- Advanced knowledge and experience of computerised financial accounting systems and spreadsheets.
- Excellent communication skills, both written and verbal, with the ability to use them in informing, presenting, negotiating and problem solving with a wide range of people.
- Proven experience in working directly with Senior Leadership Teams and external Accountants.
- Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.

Benefits of working for Home-Start Greenwich (HSG)

Flexible / Hybrid Working	Tech Scheme	Cycle Scheme	50% Childcare Discount in HSG Settings
5% Employer Pension Contribution	Ongoing Training and Development	Employee Assistance Programme	High Street, Online Stores and Leisure Discount Cards

Inclusion Matters

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.

Flexible and hybrid working is considered for roles, however weekly attendance on site is required.

LET'S WORK TOGETHER

How To Apply

Thank you for your interest in this role. To apply, please send your CV and cover letter (no more than two pages) to:
HR@HOMESTARTGREENWICH.ORG.UK

Applications will be assessed and interviewed on a rolling basis. Home-Start Greenwich reserve the right to close applications for the role if the post is filled.

We look forward to receiving your application.

