



## **Job Description and Person Specification**

**Job Title:** Finance Manager

**Reporting to:** CEO

**Location:** Home-based with occasional travel to Woking, Surrey (and surrounds) for meetings

**Contract:** 15 hours per week (flexible working considered)

**Salary:** £28,000 - £32,000 FTE

## **About Us**

Appeer is a Community Interest Company (CIC) set up to deliver services that support Autistic girls and women (and those assigned female at birth) to connect with peers, to develop their life/work skills and to support their wellbeing.

We provide in-person and online activity groups and programmes, alternative provision, events, and resources for autistic girls and women, their parents/carers, and other professionals. We are not a therapeutic setting and do not offer clinical support or 1:1 supervision.

Since our launch in 2019, we have grown from a small start-up to a robust small-medium enterprise with a turnover of c.£250k, reaching over 400 beneficiaries each year. We are now entering an exciting new phase of growth, influence, and sustainability — and we are looking for a Finance Manager who can combine strong operational oversight with strategic insight.



### **Working Hours**

- 15 hours per week, worked flexibly across at least 3 weekdays (Mon–Fri, 9am–5:30pm).
- Occasional additional hours may be required (e.g. for financial year-end or Board meetings).

### **Purpose of the Role**

The Finance Manager will act as the organisation's finance lead, ensuring Appeer's financial health, sustainability, and compliance. This is a unique opportunity to play a key role in the growth and sustainability of Appeer CIC, ensuring our finances remain robust as we expand our reach and impact.

This role combines hands-on financial administration (payroll, VAT, bookkeeping, grant tracking) with strategic financial management (budgeting, forecasting, risk oversight, Board reporting). The postholder will work closely with the CEO, Business Manager, and Finance Committee to provide timely, accurate information and trusted advice to support good governance and long-term sustainability.

### **Key Responsibilities**

#### **Financial Planning, Budgeting & Forecasting**

- Prepare and maintain annual budgets and financial plans for review and approval by the CEO, Finance Committee, and Board.
- Provide regular forecasts, cash flow projections, and scenario planning to support organisational sustainability.
- Work with the leadership team to align programme-level budgets with overall strategy.

#### **Financial Reporting & Compliance**

- Produce accurate monthly management accounts and quarterly financial reports for the CEO, Finance Committee, and Board.



- Lead the preparation and submission of annual accounts, ensuring compliance with CIC regulations, FRS 102, and statutory deadlines.
- Manage VAT returns, payroll taxes, and pension contributions.
- Liaise with external accountants/auditors as required.

### **Financial Control & Governance**

- Maintain and improve financial controls, procedures, and policies to ensure integrity, accuracy, and compliance.
- Oversee authorisation processes for spending, reconciliations, and expense approvals.
- Identify and escalate financial risks or control weaknesses to the CEO and Finance Committee.

### **Cashflow & Risk Management**

- Monitor cash flow, reserves, and receivables/payables, highlighting risks and proposing actions.
- Support the development and monitoring of the Financial Risk Register.
- Provide liquidity updates and reserve utilization proposals to the Finance Committee.

### **Payroll & Financial Administration**

- Oversee monthly payroll, pensions, HMRC submissions, and staff expenses.
- Supervise day-to-day finance functions including invoicing, payments, VAT returns, and reconciliations.
- Support and, where appropriate, delegate to finance/admin staff or contractors.

### **Grant & Programme Finance**

- Monitor restricted and unrestricted grant expenditure, ensuring alignment with budgets and funder conditions.
- Provide regular financial reports to programme managers and support reporting to funders.



### **Fundraising & Income Diversification**

- Provide financial data and analysis for funding application and income diversification on strategies.
- Track progress against income targets and report to the Finance Committee. Liaison with Board & Committee
- Act as the primary staff lead for the Finance Committee, preparing financial papers and reports.
- Contribute to Finance Committee and Board meetings, offering expert advice and updates.

### **Continuous Improvement & Strategic Support**

- Enhance financial systems, reporting tools, and forecasting models.
- Keep up to date with financial regulations and best practice in the CIC/charity/social enterprise sector.
- Support the CEO and leadership team in long-term financial sustainability planning.

### **Person Specification**

#### **Essential**

- Professional qualification (AAT, ACCA, CIMA, ACA) or equivalent experience in

#### **Financial management.**

- Proven experience in finance management within a CIC, charity, social enterprise, or SME.
- Strong knowledge of financial controls, statutory compliance, and accounting standards.
- Hands-on experience with Xero (or similar accounting software), payroll, VAT, and HMRC processes.
- Experience preparing management accounts, budgets, and cashflow forecasts.
- Ability to communicate financial information clearly to non-finance colleagues and

#### **Board members.**

- Strong analytical and problem-solving skills with attention to detail.
- Ability to work independently, balancing strategic insight with operational delivery.
- Commitment to Appeer's mission and values.



Desirable

- Experience supporting fundraising applications and grant compliance.
- Knowledge of CIC regulations and charity finance best practice.
- Experience of working in a small organisation with both hands-on and strategic responsibilities.
- Experience training or supervising finance/admin colleagues.

**Application on Deadline: 27<sup>th</sup> January 2027, 5:00 PM**

**Submission Email: [sarah@appeer.org.uk](mailto:sarah@appeer.org.uk)**

**Please ensure that all applications are sent to our administrator by the deadline.**