

Action East Devon

FINANCE MANAGER

Job Description

Job Title:	Finance Manager
Hours:	15 hrs per week (0.4FTE) some flexibility on hours for the right candidate
Pay:	£34,000–£38,000 FTE (£13,600–£15,200 actual salary for 15 hrs/week), pro rata to hours agreed, negotiable
Contract Type:	Permanent
Working Pattern:	Monday-Friday (Negotiable)
Annual Leave:	Paid leave at 12.07% based on hours and length of contract
Pension:	Workplace Pension Scheme with 5% employer and 3% employee contribution on successful completion of 6 month probation period.
Location:	Office Based in Ottery St Mary
Reporting to:	Charity Manager
Closing date:	16 th September 2026
Interview date:	22 nd September 2026
Start date:	4 th January 2027

Action East Devon is a small charity based in Ottery St Mary providing non-clinical peer to peer support alongside one to one mentoring for young people who are experiencing emotional and mental health issues. The services offered by the charity are entirely free, the charity is funded by charitable trusts, local authorities, town councils and the community.

Job Purpose:

To manage the charity's finance function, budgeting and financial reporting, ensuring accurate records, compliance with funding requirements and the provision of timely financial information to support effective decision-making by managers and trustees. This is a new role following the retirement of our outsourced finance provider. The postholder will be expected to work independently, providing financial information, advice and support to the Charity Manager and Board of Trustees.

Main Duties and Responsibilities:

Financial Management

- Maintain accounting records and financial systems.
- Monitor income, expenditure, cashflow and fund balances.
- Ensure transactions are correctly allocated across projects, grants and unrestricted activities.
- Process payments and complete bank reconciliations.

Financial Reporting

- Prepare monthly management accounts and budget monitoring reports.
- Lead preparation of annual budgets and financial forecasts.
- Prepare cashflow forecasts and financial projections.

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- Investigate and explain variances from budget.
- Provide financial information and advice to managers and trustees.

Grants and Projects

- Monitor grant budgets and restricted funds.
- Ensure expenditure complies with funder requirements.
- Prepare financial information for funders and grant reports.
- Prepare financial costings and information for funding applications.

Year End and Governance

- Prepare year-end reconciliations and supporting schedules.
- Liaise with the independent examiner and provide information as required.
- Attend Trustee Board and Finance Committee meetings
- Support trustees and managers with financial decision-making.

How to apply:

To apply for this role please send a copy of your CV, a covering letter and your completed application form to info@actioneastdevon.org.uk on or before the 16th September. The application form can be located on our website or requested by emailing info@actioneastdevon.org.uk. If you would like to have an informal chat about this role then please call Molly on 01404 549045.

Personal Specification

Area	Essential	Desirable
Experience and Qualifications	• AAT qualified or equivalent experience. • Experience of financial management, budgeting and reporting. • Experience of working with multiple budgets, funding streams, restricted and designated funds. • Strong Excel and accounting software skills. • Experience of charity finance. • Experience of Sage.	• Experience of working with trustees or management committees. • Experience of supporting an Audit or independent examination.
Skills, Knowledge and Abilities	• Ability to explain financial information clearly to non-finance colleagues. • Ability to work independently, manage competing priorities and take responsibility for the charity's finance function. • Organisational skills and attention to detail. • Knowledge of Charity Commission and Company Law requirements.	• Knowledge of grant reporting. • Knowledge of Charity SORP requirements.
Other	• Integrity and discretion. • Reliable and organised. • Collaborative approach. • Commitment to Action East Devon's mission and values. • Basic DBS clearance (or willingness to obtain).	• Clean driving licence and access to own vehicle.

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