



**MAYOR'S  
FUND FOR  
LONDON**

HELPING YOUNG LONDONERS GROW

# JOB PACK

**FINANCE MANAGER  
(PART-TIME)**

April 2024



## **JOB ROLE**

**Contract period:** Permanent, part-time

**Start date:** June onwards

**Hours:** Part-time 3 days (21 hours) per week, 9.00am – 5.00pm

**Salary:** £25,200 per annum (£42,000 FTE)  
*We work hard to ensure equity within our organisation, and in respect of the young people and partners we work with. In this context, we believe the salary and additional benefits are in line with the expectations for the role, and therefore, the salary offered is non-negotiable.*

**Reporting to:** Finance Director

**Location:** 169 Union Street, Southwark, London, SE1 0LL.  
*We are currently operating a hybrid working arrangement*

### **Terms of appointment include:**

25 days annual leave (pro-rata), plus bank holidays, pension scheme (3% employer contribution), flexible working and volunteering days.

## **ABOUT US**

The Mayor's Fund for London is a politically independent charity which champions opportunities for young Londoners from low-income backgrounds and diverse communities across the capital.

We provide opportunities to thousands of 4–24-year-olds through our work with community organisations, schools with high proportions of children on free school meals and universities.

We collaborate with a wide range of stakeholders and partners, including the Mayor of London, employers and businesses, funders and local authorities, community organisations and schools, and young people.

In 2022, we supported close to 35,000 young Londoners aged 4-24 across all 33 boroughs – with over 82% of young Londoners we impacted coming from Black, Asian, and minoritised ethnic backgrounds.

By 2025 we aspire to have improved the prospects of a minimum of 120,000 young Londoners. Our work will help:

- Eradicate food insecurity and social isolation amongst London's children and young people.
- Ensure that no child in London leaves school without a positive attitude to maths
- Level the playing field in access to great careers for young Londoners from lower income backgrounds and their better off peers.

The Mayor of London is our patron.

## BACKGROUND

The Mayor's Fund for London is an incorporated charity with a wholly owned trading subsidiary, MFFL Solutions Ltd. The finance team is small and supports the whole organisation. We are now at a point where we need to grow the finance team in line with our strategic vision. We have created a new finance manager post to report to the Finance Director and work alongside the Senior Finance and Operations officer. This is a newly created role which gives the postholder an exciting opportunity to be able to put their own stamp on the position and enhance the finance function.

## THE ROLE

As a Finance Manager, you will play a pivotal role in ensuring the financial health and sustainability of our charity. You will be responsible for managing financial aspects of the charity, supporting strategic financial guidance, managing the budgeting and forecasting process, managing financial reporting, and ensuring compliance with regulatory requirements. The preferred candidate will bring extensive experience in finance, highly developed analytical abilities, high-level of accuracy and care, and demonstrable interest to our mission and the communities we serve.

## JOB DESCRIPTION

### FINANCE FUNCTION

- Budgeting and Forecasting:
  - Lead the annual budgeting process in collaboration with department heads and senior management.
  - Develop comprehensive budgets and financial forecasts to support charity goals and objectives.
  - Monitor budget variances and provide timely analysis and recommendations
- Prepare quarterly management accounts with variance analysis and commentary
- Month-end financial reports
- Lead the payment run process working alongside with Senior Finance and Operations officer
- Timely Bank reconciliations on finance software, Xero
- Assisting with papers for quarterly Finance, Audit and Risk sub-committee meetings
- Develop and implement financial policies, procedures, and controls to ensure efficient and effective financial management.
- Develop new links between Xero and other platforms to ensure streamlined and efficient processes
- Conduct regular financial analysis to identify areas for improvement and cost-saving opportunities.
- Implement internal controls to safeguard assets and mitigate financial risks.

## FINANCE MANAGER **MAYOR'S FUND FOR LONDON**

- Submission of quarterly VAT returns for the trading subsidiary

### **ANNUAL AUDIT**

- Coordinate annual audits and liaise with external auditors to ensure preparation, timely completion and submission of statutory accounts
- Preparation of Audit pack
- Assisting Finance Director with audit process

### **GOVERNANCE**

- Collecting information from new Trustees for appointment with Companies House and Charity commission
- Assistance with preparation of board papers

### **CROSS TEAM SUPPORT**

- Assisting budget holders with expenditure tracking, and compliance with grant requirements.
- Work closely with programme managers to ensure proper allocation and utilisation of grant funds.
- Work closely with fundraising team to provide input for proposals/reports, and assist with the gift in kind tracking process

### **OTHER**

- Support IT operations of the organisation
- Line management – While the current position does not involve line management, this managerial role presents opportunities for line management in the future. Such responsibilities would include supervision and mentoring, providing guidance and support to facilitate the professional development of direct reports.
- Ad hoc duties as required by the charity.

## **PERSON SPECIFICATION**

### **Essential**

- ACA, ACCA, CIMA, CIPFA part qualified (or equivalent, e.g. AAT qualified).
- A significant accounting background in the not-for-profit sector, accompanied by extensive experience managing tasks within a financial function.
- Proactive and forward-thinking strategic approach
- Experience with working with auditors
- Good written and oral communication skills.
- Demonstrated capability in producing high-quality SORP (FRS 102) compliant accounts
- High level of attention to detail
- Able to work under pressure and to tight deadlines.
- Proficient in the use of Microsoft Office applications, particularly Excel.
- Possesses analytical skills and maintains a professional sceptical mindset.

## FINANCE MANAGER **MAYOR'S FUND FOR LONDON**

- Can work independently and excel in team settings.
- Adaptability in fast-paced settings.
- A proven track record of providing exceptional service and establishing and maintaining strong relationships.

### **Desirable**

Experience using accounting package Xero.

## SELECTION PROCESS

Deadline for applications: 9.00am on Monday 29<sup>th</sup> April 2024

First round interview (in person): 8<sup>th</sup> and 9<sup>th</sup> May 2024

Second round interview (in person): 15<sup>th</sup> and 16<sup>th</sup> May 2024

How to apply: Please submit by emailing the documents listed below, by the application deadline to [msmith@mayorsfundforlondon.org.uk](mailto:msmith@mayorsfundforlondon.org.uk):

1. Your CV

2. Please do not submit a cover letter, instead submit a document with answers the following questions:

- What interests you about working for the Mayor's Fund for London?
- Demonstrate how your skills and experience would be suitable for the role
- What additional skills are you able to bring to the role?

3. A completed Equal Opportunities Monitoring Form

If you're interested in learning more about this role before applying or require reasonable adjustments during the application process or at any stage, please do not hesitate to reach out: [msmith@mayorsfundforlondon.org.uk](mailto:msmith@mayorsfundforlondon.org.uk)

## EQUALITY, DIVERSITY AND INCLUSION

The Mayor's Fund for London recognises the positive value of diversity and inclusion, promotes equality and challenges discrimination. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds and lived experiences.

Our policy on the recruitment of ex-offenders can be viewed [here](#).



**Please note that this post is subject to appointee undergoing a DBS check, in line with the Mayor's Fund for London commitment to Safeguarding. Our policy on the recruitment of ex-offenders can be viewed [here](#). The Mayor's Fund for London is an equal opportunities employer.**

**FINANCE MANAGER MAYOR'S FUND FOR LONDON**

**The Mayor's Fund for London is an accredited Good Work Standard employer.**



**169 Union Street, Southwark, Greater London, SE1 0LL**  
**Registered Charity Number 1124833 [mayorsfundforlondon.org.uk](https://www.mayorsfundforlondon.org.uk)**