

Finance manager

Salary: £19,285 actual (£45,000 FTE based on 35 hour week)

Hours: 15 Hours per week to be worked over 2 or 3 days (working days to be agreed with successful candidate).

Reporting to: Managing Director

Location: Head Office based in Moretonhampstead, Devon with travel to Centres as needed (Flexible/Hybrid working available).

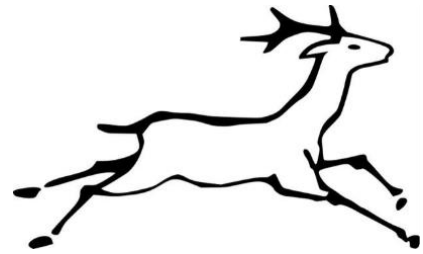
Overview

We are seeking a highly skilled and experienced Finance Manager to join our team. The ideal candidate will play a crucial role in overseeing the financial operations of the organisation, ensuring sound financial management, Integrity and strategic planning. This position requires strong leadership abilities and a deep understanding of financial accounting principles to drive the company's financial success.

Responsibilities

This is a hands-on role with responsibilities for:

- Developing and implementing financial strategies that align with the organisation's goals.
- Overseeing all aspects of financial accounting, including accounts payable, accounts receivables, payroll, pensions, VAT, and cost control measures ensuring compliance in these areas.
- Prepare accurate up to date management accounts, financial reports, forecasts, and budgets to support decision-making processes.
- Monitor, manage and report on cashflow, including maintaining forward-looking cashflow forecasts to support planning and decision-making.
- File VAT returns
- File annual accounts, CIC reports and tax returns
- Ensure Companies House information is up to date and correct
- Liaising with local authorities in connection with purchase orders and raising sales invoices on a timely manner.



- Foster a culture of continuous improvement and professional development within the finance team.
- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Ensure compliance with financial regulations and standards while implementing best practices in financial management.
- Ensure compliance with the CIC Regulator requirements, HMRC rules, and relevant financial legislation.

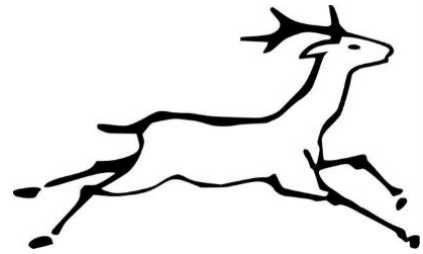
Skills

- Strong Experience in a senior finance role.
- Financial, accountancy or business management qualifications.
- Strong leadership skills.
- Expertise in financial management, including budgeting, forecasting, and reporting.
- Solid understanding of financial planning techniques to support long-term organisational goals.
- Experience in cost control methods to enhance operational efficiency.
- Knowledge of accounts payable processes and best practices within the finance sector.
- Advanced computer skills, including proficiency in MS Office, payroll systems, and Xero.
- Good communicator, as part of this position will be liaising with other professionals within and outside of the organisation.
- Familiarity with Local authority financing systems and payments is advantageous.
- Experience working with senior Stakeholders.

Personal Characteristics

We are seeking someone who:

- Takes pride in strong financial control and operational discipline.
- Has the ability to interpret financial information and provide insight, not just report figures.



- Enjoys working closely with operational teams to improve performance.
- Has an understanding and is comfortable working in the not for profit sector.
- Has the confidence to challenge and investigate financial variances.
- Is approachable, collaborative and able to build strong relationships across the business.
- Ability to work under pressure, plan personal workload effectively and delegate.

About Running Deer

Running Deer is a not-for-profit organisation based in Devon which supports adults and children with learning and mental health difficulties, disabilities, and those not in education, employment or training. We provide access to education, training, volunteering, life skills opportunities, and work experience through a variety of outdoors-oriented projects.

Our provision includes a registered independent school for children with special educational needs, and intervention programme.

Running Deer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references."

For an application pack please email recruitment@runningdeer.org.uk

If you would like to chat to someone regarding this position, contact recruitment@runningdeer.org.uk in the first instance

Closing date for applications: 12pm Monday 1st June 2026

Interviews will take place on Wednesday 10th and Thursday 11th June