**Job Description – Finance Manager**

**About Sheffield Flourish**

Sheffield Flourish supports people living with or affected by mental ill health to use their skills, ideas and talents to build the lives they wish to lead, through creative, mental-health friendly activities, coproduction and digital tools. We run open-access, free community enterprises offering involvement in writing, horticulture, theatre, art, music and football. On the digital side, we run four websites; the Sheffield Flourish hub has over 300 mental health stories, two web directories, the Sheffield Mental Health Guide and Sheffield Suicide Support and Prevention, and the My Toolkit platform, where you can plan activities to support your mental health.

We aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma and reduce social exclusion and isolation. Our values are very important to us and run through all our activities:

* We stand for hope and meaningful change
* We engage critically and constructively with key issues in mental health
* We are realistic about the barriers and exclusions people living with mental health conditions face
* The diversity of our communities and individuals enrich and guide our work
* We value the knowledge, ideas and skills of people living with mental health conditions
* We are innovative and creative

We are a small, hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield.

As an organisation we’re committed to the following principles in recruitment to ensure we can effectively achieve our aim of providing equal opportunities:

* We recruit for potential, not perfection
* We are a values-based recruiter
* We value lived experience as an element of capability for a role
* We only utilise truly ‘essential’ criteria in recruitment

**The Role**

We are looking for someone to provide financial management for Sheffield Flourish while our permanent Financial Manager is on maternity leave. The purpose of the role is to ensure the smooth running of financial operations, reporting, and compliance across the organisation. This role supports weekly, monthly, quarterly, and annual financial tasks including reconciliations, reporting and budgeting. Day-to-day financial administrative duties will be provided from within the Flourish team to support this role.

We are looking for candidates with strong financial administration and bookkeeping skills, with an understanding of how these apply to financial management within a charity. You will need to have experience in managing multi-stream financial processes and proficiency in using accounting software.

**Key responsibilities**

**Hours:**3 hours per week

**Salary:**£32520(pro rata)

**Contract:**Maternity Cover 9-12 months

**Responsible to:** Managing Director

**1. Income and Expenditure**

* Generate invoices for contractual work and grant funds.
* Oversite of donations including reconciliation against JustGiving report.
* Financial reconciliation to support budget and cashflow.

**2. Budgeting and Forecasting**

* Reporting on actuals and forecast
* Producing a quarterly budget report for the Managing Director and Treasurer.
* Prepayment and accrual reversal for the following financial year.

**3. Management and Policy**

* Overseeing payroll and liaising with VAS payroll services.
* Working with Auditors to prepare the annual accounts, including updating the reserves policy.
* Supporting the Managing Director with financial requirements for funding bids.

**4. Personal Development**

* Keeping up to date with current developments in charity financial management.
* Commitment to engaging in support and supervision with the Managing Director.
* Working in accordance with our organisational values.

**Person specification**

You will need to demonstrate evidence of the following attributes, skills, knowledge and experience:

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| **Criteria** | **Standard** |
| Experience | Minimum of 2 years in finance, ideally within a charity.  |
| Maintaining and managing multi-stream financial processes including reconciliations, payroll and reporting. |
| Working with external platforms and integrating them into financial workflows (e.g. PayPal, JustGiving). |
| Skills and Abilities | Strong financial administration and bookkeeping skills. |
| Proficiency in accounting software (e.g. Quickbooks) |
| Ability to manage payroll and petty cash systems across multiple projects |
| Good digital skills, especially in Microsoft Excel and digital payment platforms |
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| Other requirements | Knowledge of financial compliance and audit preparation, ideally within a charity. |
| Able to work independently and collaboratively. |

**To apply**

As this role is fixed term and for a limited number of hours per week, we are open to someone working freelance and/or compressed hours.

To apply, please send in your CV and a covering letter to info@sheffieldflourish.co.uk

Deadline for application: 14th November 2025