



Finance Manager

Organisation: Ride High Limited and its Trading Subsidiary Pegasus for Ride High Limited

Part time: Two to Three days per week

Salary: OTE £60K

Location: Milton Keynes

Start date: ASAP

Ride High and its Trading Subsidiary are seeking a qualified accountant for a newly created Finance Manager position, working three days a week. The Finance Manager will play a crucial role in overseeing and managing the financial operations of both the charity and its trading subsidiary, ensuring the effective and responsible stewardship of financial resources to support the organisation's mission in transforming the lives of vulnerable children.

Key responsibilities:

Financial management:

- Oversee day-to-day financial operations, including budgeting, forecasting, and financial analysis, while working within the constraints of the three-day workweek.
- Manage the day-to-day bookkeeping activities for both the charity and its trading subsidiary, including the recording of financial transactions, maintaining ledgers and paying suppliers.
- Ensure the charity operated robust accounting procedures and internal financial controls.
- Develop and mentor a finance team as the organisation grows, ensuring accurate and timely financial transactions for both the charity and its trading subsidiary.

Financial reporting

- Produce monthly management accounts, to provide accurate and timely financial information for the boards of both the charity and its trading subsidiary.
- Lead the preparation of the statutory accounts for both the Charity and the Trading subsidiary.
- Lead the engagement with the Independent Auditors for the charity.

Grant and fund management

- Support the Grant Writer by providing financial analysis and data for grant applications.
- Ensure compliance with any terms & conditions associated with grant income.

- Prepare financial reports for grant funders, donors, and other funding sources as required.

Financial Planning for future growth

- Preparation of the annual budget for Ride High and its trading subsidiary.
- Collaborate with the CEO and key stakeholders to undertake financial planning for potential future growth plans for the charity.
- Conduct financial analysis and modelling to assess the financial implications of strategic decisions and growth initiatives, and support long term planning.

Taxation

- Preparation and submission of the group VAT returns.
- Management of Gift Aid claims.

Cashflow management

- Monitor and manage cash flow to ensure the organization's ability to meet its financial obligations.
- Implement effective cash management strategies to optimize the use of available funds.

Compliance and Risk Management

- Stay informed about changes in financial regulations and ensure the organization's compliance with relevant laws and standards for both the charity and its trading subsidiary.
- Support compliance with relevant regulation: e.g. HM Revenue and Customs, compliance with the Charity SORP.
- Identify and mitigate financial risks through effective risk management practices.

Desired qualifications and experience

- Qualified accountant (ACA, CIMA or equivalent) is essential
- Proven experience in financial management, bookkeeping, financial analysis and budgeting
- Experience working in a charity or non-profit organisation
- Experience with complex VAT calculations is preferred
- Strong IT skills, including proficiency with Excel
- Experience using Xero accountancy software is preferred
- Strong analytical and problem-solving skills
- Self-motivated and effective working both independently, and part of small team
- Excellent verbal and written communication skills
- Commitment to the mission and values of Ride High.

How to apply

Interested candidates should submit a CV and cover letter to olivia.sugdon@ridehigh.org by 5PM on Friday 7th November. Please include "Part-Time Finance Manager Application" in the subject line.