

Finance Manager

About the organisation

Age UK Lincolnshire is an independent local charity and a valued member of the Age UK brand partnership. We are a dynamic, forward-thinking, and welcoming organisation, dedicated to supporting over 6,000 people across the county every month. With offices and retail outlets throughout Lincolnshire, we offer a wide range of services, social groups, and activities designed to help older people stay independent, active, and enjoy a fulfilling later life.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

To improve the lives of older people

Caring & Understanding

To increase our organisation's financial sustainability and contribution to the local economy

Dedicated & Passionate

To be leaders in providing high quality services and achieve customer excellence

Dignity & Respect

To be a partner of choice

Independence

To be an employer of choice for staff and volunteers

Compassionate

We're a growing organisation with over 260 dedicated employees working across 19 departments, supported by more than 200 passionate volunteers. As we continue to expand, we're looking for talented individuals who share our vision and values to join our team. If you're inspired by our mission, aligned with our strategic priorities, and committed to making a difference in later life, we'd love to hear from you.

Our recruitment and selection process

To ensure a fair and consistent approach, all candidates must complete our application form we do not accept CVs. The form is designed to capture key information about your employment history, qualifications, and skills gained through work or education.

We encourage applicants to refer closely to the job description and person specification when completing their application. This helps demonstrate your understanding of the role and how your experience aligns with our requirements.

Once the job advert closes, applications are reviewed by the hiring manager for shortlisting. In some cases, applications may be considered before the closing date if we receive a high volume of interest.

Interview Process and Reasonable Adjustments

At Age UK Lincolnshire, we aim to make our interview process as welcoming, fair, and accessible as possible.

If your application is shortlisted, you will be invited to attend an interview, which may be held in person or via video call (Microsoft Teams) depending on the role and circumstances. During the interview, we'll explore your experience, skills, and alignment with our values and the requirements of the role.

We are committed to ensuring that all candidates have equal access to opportunities. If you require any reasonable adjustments to support you during the recruitment or interview process; such as accessible formats, additional time, or alternative arrangements please let us know when you are invited to interview. We will do our best to accommodate your needs.

Job Description

Job title:	Finance Manager
Department:	Finance
Location:	36 Park Street, Lincoln LN1 1UQ
Hours of work:	35 hours per week
Contract:	Permanent
Responsible to:	Finance & Business Support Director
Job purpose:	To lead the day-to-day delivery of the finance function, ensuring accurate financial records, effective financial controls and timely reporting. The Finance Manager will support managers and the Executive Team with clear financial information and advice, manage the finance team, and help ensure that Age UK Lincolnshire uses its resources responsibly and sustainably.

Key Responsibilities:

Financial Management & Controls

- Oversee the integrity of the finance function, ensuring financial records are accurate, complete and maintained in accordance with organisational policies and procedures.
- Manage month-end and year-end processes, including reconciliations, journals, accruals, prepayments and balance sheet reviews.
- Maintain effective financial controls, identifying and escalating risks, discrepancies or control weaknesses as appropriate.
- Ensure compliance with financial regulations, delegated authorities, statutory requirements and internal policies.

Income, Expenditure & Cash Management

- Oversee income collection, invoicing, payments, banking activities and cash management, ensuring transactions are processed accurately and promptly.
- Monitor cash flow and working capital, highlighting issues and supporting effective financial decision-making.
- Work with managers and external stakeholders to resolve financial queries and improve financial processes.

Reporting, Budgeting & Business Support

- Produce accurate and timely management accounts, forecasts, budgets and financial analysis.
- Support budget holders to understand financial performance and take informed decisions.
- Provide financial information and advice to managers, the Executive Team and Trustees.
- Support tenders, funding applications, business cases and strategic planning through robust financial analysis.

Audit, Compliance & Systems

- Lead the preparation of year-end schedules and supporting information for external audit and statutory reporting.
- Ensure compliance with VAT, payroll and other finance-related statutory requirements.
- Maintain and develop finance systems, reporting tools and procedures to improve efficiency, accuracy and control.

Leadership & Continuous Improvement

- Lead, support and develop the finance team, ensuring workloads are managed effectively and deadlines are achieved.
- Promote high standards of customer service, collaboration and continuous improvement across the finance function.
- Support organisational projects, change initiatives and other duties consistent with the role.
- Carry out all other duties as deemed reasonably appropriate by your Line Manager.

Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
---	-----------	---	-----------	---	-------------	---	-----------

Experience

Significant experience in a finance management role, including financial reporting, budgeting, VAT, reconciliations, year-end processes and liaison with auditors and professional advisers.	E	A/I
Experience of managing, supporting and developing a finance team.	E	A/I
Experience in a charity, not-for-profit or similarly regulated environment.	D	A/I
Experience of leading process or system improvements.	D	A/I
Experience of working with external auditors, funders, commissioners or other professional adviser.	E	A/I

Knowledge

Strong financial and analytical skills, including financial controls, management reporting, problem-solving and the ability to communicate financial information clearly to non-financial audiences.	E	A/I
Knowledge of charity accounting, restricted funds and the Charity SORP.	D	A/I
Experience of partial exemption, grant or contract accounting.	D	A/I
Advanced Excel skills and substantial experience of finance systems and Microsoft 365.	E	A/I
Working knowledge of VAT and payroll-related finance processes and reconciliations.	E	I

Education & Qualifications

Relevant qualifications.	E	A/I
Evidence of training and ongoing development.	E	A/I

Personal Qualities

Well-presented and business like.	E	I
-----------------------------------	---	---

Professional with the ability to always maintain confidentiality levels.	E	A/I
Flexible approach, enthusiastic and outgoing.	E	A/I
Commitment to equality, safeguarding, confidentiality and the values of Age UK Lincolnshire.	E	A/I
Good local knowledge of services for older people.	D	A/I

Additional Information

Using your car

It is an essential requirement to have a full UK driving licence with access to your own car. You must provide your driving licence, proof of vehicle insurance with business use and the make, model and colour of your vehicle.

Mileage

We pay 45p per mile up to 10,000 miles and a reduced rate thereafter.

Probation Period

All employees at Age UK Lincolnshire are subject to a four-month probationary period. This allows both you and the organisation time to ensure the role is the right fit, and to provide support and feedback as you settle into your position. During this period, performance, conduct, and overall suitability for the role will be reviewed in line with our policies and values.

DBS (Disclosure & Barring Service)

A satisfactory basic certificate issued by the Disclosure and Barring Service.

Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof of identity)

To find out more about this role please email HR@ageuklincolnshire.org.uk or call 01522 696 000 and ask to speak to a member of the HR team.