



VACANCY: FINANCE & CORPORATE SERVICE MANAGER

Hours: 3 days per week (21 hours)

Salary: £45,000-£48,000 pro rata

Location: Office and home-based (office in Borough, London)

Age UK London (AUKL) is a leading campaigning charity in London, seeking to improve the lives of older Londoners. Our award-winning campaigns cover a wide range of subjects, including transport, digital exclusion, cost of living and poverty, and social isolation.

About the Role

Working closely with the CEO, the Audit, Finance and Risk (AFR) Committee and the Board, the Finance & Corporate Services Manager is responsible for the financial management of the charity on a strategic and operational level, and supports our corporate, HR and ICT functions. As a member of the Senior Management Team, this position provides leadership and support to the wider team, and line management of the Finance & Corporate Services Officer. Other duties include monthly payroll, monthly management accounts and reports, annual budget and audit, and supporting our team with HR, ICT and office requirements.

About You

You will be an experienced senior manager with at least 4-5 years of experience in finance within the charity sector and providing back-office support. An accountancy qualification is essential, as is knowledge of SORP.

You will be highly organised, able to work as part of our small team as well as on your own initiative, have a methodical and collaborative approach, and a flexible, 'can-do' attitude. You will be passionate about our campaigning work to improve the lives of older Londoners, and committed to upholding our mission, vision and values.

We are an equal opportunities employer and while we are open to applications from all backgrounds, we particularly welcome applications from older Londoners.

Closing date: Wednesday 09/10/2024 at 5pm.

Interviews: Week of the 14th October 2024.

To apply:

Please send your CV with a covering letter (of no more than 2 A4 sides) explaining why you believe you are suitable for this role to:

Rianne Eimers, Interim CEO, Age UK London
reimers@ageuklondon.org.uk

Or you can post your CV to:
Rianne Eimers, Interim CEO, Age UK London, Crown House, 27 Old Gloucester
Street, London WC1N 3AX.