



<https://faithinfamilies.wales/job/finance-manager/>

Finance Manager

Description

Finance Manager – Job description and employee specification

Reports to: Chief Executive Officer

Line reports: Finance Officer (and future finance staff as required)

Location: Swansea, with occasional travel to centres, partners and audit meetings

Hours: 17.5 hours per week

Salary (£48,000 per annum, pro rata based on full time equivalent of 37 hours)

Responsibilities

The Finance Manager is responsible for the strategic financial leadership, oversight and sustainability of Faith in Families. This is a new senior role created to ensure the organisation has the financial systems, controls and strategic insight required for a £3 million+ charity with multiple funding streams, capital projects, complex service delivery and expanding operations including Cwtch Mawr and the Multibank model.

The Finance Manager leads long-term financial planning, financial governance, budgeting, forecasting, audit and charity compliance. Working closely with the CEO and COO, the postholder ensures trustees receive high-quality, accurate financial information and that the organisation's financial strategy supports growth, resilience and impact.

The role provides hands-on supervision of the Finance Officer, while holding responsibility for financial planning, regulatory compliance, risk, reserves management, scenario modelling and strategic decision support.

1. Strategic financial leadership

- Develop and lead the organisation's long-term financial strategy, ensuring sustainability and alignment with organisational priorities.
- Provide expert financial advice to the CEO, COO and Board of Trustees, including scenario modelling, risk assessments and investment planning.
- Lead financial planning for growth, capital projects and major partnerships, including multibank activity.
- Ensure alignment between financial strategy and operational delivery.

2. Financial governance, audit and compliance

- Ensure compliance with statutory and regulatory requirements, including Charity SORP, Companies House and HMRC obligations.

Hiring organization

Faith in Families

Base Salary

£ 48,000

Date posted

17 December 2025

Valid through

18.01.2026

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- Lead preparation of annual accounts and audit processes, ensuring accuracy, transparency and strong financial governance.
- Maintain robust financial controls and ensure adherence to the Scheme of Delegation.
- Ensure all financial policies and procedures are updated, embedded and implemented.

3. Budgeting, forecasting and management reporting

- Lead the annual budget-setting process in collaboration with the CEO, COO and Senior Managers.
- Prepare accurate monthly, quarterly and annual financial reports for the SMT, CEO and Board.
- Produce mid-year reforecasts and long-term financial projections.
- Ensure accurate reporting of restricted, unrestricted and project-based funds.

4. Financial systems, processes and efficiency

- Oversee financial systems to ensure they are efficient, secure and fit for purpose.
- Support modernisation of financial processes, reporting tools and digital infrastructure.
- Ensure accurate processing of income, expenditure and payroll, working with external providers where needed.
- Maintain oversight of banking, cashflow, reserves management and treasury matters.

5. Risk management and organisational controls

- Maintain the financial risk register and contribute to the overarching organisational risk register.
- Ensure appropriate controls for procurement, authorisation, asset management, cash handling and audit trails.
- Provide financial due diligence for contracts, grants, partnerships and commercial opportunities.
- Monitor risk exposure and advise the CEO and trustees on mitigation strategies.

6. Leadership, supervision and cross-organisational support

- Line manage and develop the Finance Officer, ensuring accuracy, efficiency and professional growth.
- Support budget holders to understand financial performance and responsibilities.
- Work closely with operations, fundraising, governance and community teams to support integrated financial planning.

- Provide financial leadership for bids, investment proposals and business cases.

7. External relationships and representation

- Act as the senior financial representative, liaising with auditors, banks, suppliers, funders and regulators.
- Support financial relationships with major partners, including contributors to the multibank model.
- Provide financial reports and insight for key funders, commissioners and stakeholders.
- Represent Faith in Families at external finance and sector forums where appropriate.

Qualifications

Person specification

Essential skills, knowledge and experience

- Qualified accountant (ACA, ACCA, CIMA) or equivalent senior-level experience.
- Significant experience in charity finance, including multi-funder or multi-project environments.
- Experience preparing statutory accounts, audits and financial reports.
- Strong understanding of Charity SORP, financial controls, risk management and regulatory compliance.
- Experience developing financial strategies, long-term plans and scenario models.
- Experience supporting or advising a Board of Trustees.
- Experience managing budgets of £1m+ and overseeing cashflow, reserves and financial planning.
- Strong IT and financial systems skills, with experience improving or modernising processes.
- Experience supervising finance staff and supporting non-financial managers.

Desirable

- Experience in logistics, distribution or commercial partnerships.
- Experience in a growing or scaling charity.
- Understanding of Welsh funding, commissioning or policy landscape.
- Experience with CRM and finance system integration.

Personal qualities and attributes

- Strategic thinker with strong analytical capability.

- Calm, credible and confident in senior-level decision making.
- Highly organised with excellent attention to detail.
- Able to communicate complex financial information clearly.
- Collaborative leadership style with strong relationship-building skills.
- Values-led, with high levels of integrity and professional standards.
- Adaptable and resilient in a fast-paced environment.

Key Competencies (Aligned to Levels 2 & 3)

- Strategic leadership: Provides financial direction supporting long-term sustainability.
- Governance and compliance: Leads financial governance, audit, regulation and risk.
- Operational and systems oversight: Ensures financial processes and systems are robust and future proof.
- Partnership and influence: Works confidently with partners, funders, regulators and suppliers.
- Financial insight and stewardship: Leads budgets, reserves, modelling, reporting and financial decision support.
- People and culture leadership: Promotes transparency, accountability and values-led practice.
- Behavioural competencies: Communication, judgement, problem solving, resilience and continuous improvement.

Job Benefits

Holiday entitlement that increases with length of service to a maximum of 33 days plus 8 bank holidays (based on full time equivalent of 37 hours per week).

Sickness pay that increases with length of service to a maximum of 6 months full pay and 6 months half pay.

Stakeholder pension scheme, with 7.5% employer contributions.

Learning and Development opportunities.