

Finance Manager

Position:	Finance Manager
Salary:	£23,750 to £26,250 (equivalent to £38,000 - £42,000 FTE)
Reports to:	Director of Finance and Operations
Location:	Hybrid – Hampton Court, Surrey office + remote
Contract:	Permanent, part-time (25 hours/week, flexible pattern)

About the role

Are you a hands-on, collaborative finance professional who enjoys working with purpose and autonomy? Momentum Children's Charity is looking for a part-time Finance Manager to join our warm, ambitious team and oversee our day-to-day finances as we continue to grow.

You'll maintain accurate records, manage income and expenditure across multiple platforms, support our Director of Finance and Operations with budget monitoring, and help ensure our processes are robust and efficient. This role is ideal for someone with experience in charity or SME finance who wants to balance meaningful work with flexible working.

We offer:

- £38,000–42,000 FTE depending on experience (pro rata for 25 hrs per week)
- Flexible hours and hybrid working
- A values-led, inclusive team culture
- A chance to make a genuine impact in a small, growing charity

Role overview

Financial Management and Bookkeeping

- Maintain accurate financial records using QuickBooks Online.
- Ensure timely and accurate processing of all income and expenditure, including reconciliations of bank accounts, credit cards, petty cash, and restricted funds.
- Process sales invoices, accounts receivable, and income from multiple platforms (Stripe, GoCardless, PayPal, Fundraise Up, etc.).
- Manage accounts payable including invoice approval workflows, payment runs, and supplier records.

Reporting and Analysis

- Produce and circulate weekly budget holder reports, resolving any variances or queries.
- Support the Director of Finance and Operations with quarterly management accounts, budget monitoring, and preparation for year-end processes and audits.
- Assist with reconciliation of the balance sheet and profit and loss accounts, including prepayments, accruals, and deferred income.

Gift Aid and Compliance

- Submit Gift Aid claims to HMRC and ensure accurate record-keeping in line with charity policy.
- Maintain and update restricted income records and allocation files, ensuring compliance with donor restrictions.
- Ensure compliance with financial policies, procedures, and relevant legislation.

Team Collaboration and Stakeholder Engagement

- Act as the main finance contact across departments, supporting budget holders with financial queries.
- Provide finance induction and support to new starters.
- Support the Fundraising and Family Support teams on event finance (cash handling, floats, expense processing, reconciliation).

- Confidently communicate with internal and external stakeholders including budget holders, suppliers, and auditors.

Systems, Processes and Improvements

- Champion effective financial controls, help embed a culture of strong financial management, and continuously improve finance systems and processes.
- Ensure secure and well-organised storage of financial records, in line with retention policies.
- Support and supervise the Finance Assistant, including line management, development, and training as needed.

Other

- Provide ad hoc financial support to the Director of Finance and Operations.
- Be adaptable and open to change in line with the charity's strategic growth and development plans.

Person Specification

Essential

- Qualified, part-qualified or qualified by experience in a relevant accounting role.
- Strong experience in bookkeeping and financial administration in a similar setting (charity or SME).
- Excellent attention to detail, accuracy and organisation.
- Strong Excel skills (including formulas, pivot tables, data manipulation).
- Proven experience of using accounting software (QuickBooks Online desirable).
- Ability to work autonomously and manage competing deadlines.
- Experience producing financial reports and budget monitoring.
- Strong communication skills – able to communicate financial information clearly to non-finance colleagues.
- Comfortable handling confidential and sensitive information.
- A positive, proactive approach and a willingness to learn and adapt.
- Passion for working in a mission-led organisation that supports families.

Desirable

- Experience in a charity finance environment, including restricted funds and Gift Aid.
- Knowledge of fundraising platforms and processes.
- Experience preparing for audits and liaising with auditors.
- Experience in line management or supporting junior finance staff.
- Understanding of charity accounting principles (SORP).
- Experience supporting payroll and related processes.
- Familiarity with data protection and record retention requirements.

About Momentum Children's Charity

We support families across London, Surrey and Sussex whose children are facing cancer or a life-challenging condition. We're there whatever the outcome, for as long as needed, so that no family has to cope alone.

The charity was set up 20 years ago by our now Founder and Honorary President and has grown enormously over that time. We currently have partnerships with 8 hospitals who refer families to us for our support, which ranges from therapies and counselling, to respite holidays and special family experiences.

We're on a mission to help many more families with seriously ill children to know that they are not alone, and we'll need brilliant and talented people to share our ambition and make it happen.

Our values

We strive to create an amazing workplace for all, one where every single employee feels valued, heard, inspired and supported. As part of this, we have five core values which not only help to set the framework for the work we do supporting families but also paves the way for how we work as a team.

We are personal

We know that every employee's home life is different and that for everyone, a work/life balance is key, which is why we'll work with you to find the hours and days that fit with you. We celebrate individualism, welcome ideas and will support every employee with any training they might need to grow and build confidence in their role.

We are impactful

Our whole team shares a passion to make a difference. We all work closely together, which means every employee can see firsthand the difference we make – week in, week out – making it an inspiring and rewarding place to be. What's more, through collaborative working and a multi-disciplinary approach to mapping out our strategy and looking ahead, we can all play a part in helping drive the charity forward in the way that will be most impactful.

We are adaptable

We're a close-knit, adaptable team with big ambition. Because we're responsive and open, we can quickly learn from what works – and what doesn't – making changes when they're needed to help us grow and reach bold new goals. We're not afraid to try new ideas, no matter where they come from, and we're always up for thinking differently. So, whether you've got a brilliant idea for a new service or a better way to run team meetings, we're all ears.

We are trustworthy

Being approachable, open and honest is hugely important to us and allows us to build strong relationships with our families, supporters and volunteers, to help us build a strong and committed team together. We're transparent about the work we do and how we spend our funds, and always do what we say we will, helping each other out along the way.

We are inclusive

We apply our policy of Equity, Diversity and Inclusion across all aspects of our work. We believe that a diverse mix of backgrounds and experiences helps to create a productive work environment by bringing a variety of perspectives and ideas to the table, and we're dedicated to providing equality of opportunity in recruitment, promotion, training, pay and benefits.

We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet the skills criteria listed in our job descriptions, we'd still like to hear from you.

Safeguarding

Safeguarding children is everyone's responsibility.

All children and young people linked with Momentum Children's Charity, wherever they are, whoever they are with, whatever they are doing, have the right to protection from neglect, physical, emotional and sexual abuse.

All members of the public, as well as professionals, have a responsibility for the protection of children and reporting concerns about a child's welfare or safety.

Momentum Children's Charity ensures statutory requirements concerning Disclosure and Barring Service checks are met, maintains an up-to-date Safeguarding policy and procedures, and provides safeguarding training to all staff and volunteers.

All Momentum Children's Charity staff and volunteers who come into contact with the children, young people and their families will:

- Be able to identify potential indicators of abuse or neglect
- Have read the Safeguarding Policy
- Know their role and responsibilities within their team
- Know how to communicate and record concerns
- Know to act upon concerns in line with the principles and procedures for local child protection management and Working Together to Safeguard Children.

Therefore, all children and young people in contact with Momentum Children's Charity will:

- Be treated with respect and afforded full civil and legal rights
- Be listened to and taken seriously, whatever their level of development or communication
- Be given time to do things for themselves, to understand and be understood
- Be involved in decisions that affect them
- Have their privacy respected at all times and in all places
- Have a right to confidentiality – all information about them will be treated carefully, be kept safe and only shared with those people who need to know.

The wellbeing of a child is the paramount consideration in all circumstances.

Any offer of employment will be subject to Disclosure & Barring Service (DBS) check prior to employment start date.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

How to apply

Complete our [online job application form](#) including a copy of your current CV.

Applications will be reviewed as received and interviews will be conducted throughout the recruitment period. Due to the high volume of applications, we may not be able to provide individual responses to all applicants. Please note that we are unable to provide sponsorship. Applicants must possess the necessary right to work eligibility in the UK.