

## JOB DESCRIPTION

|                     |                                                                                                                         |
|---------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>        | Senior Finance Manager                                                                                                  |
| <b>Team</b>         | Central Team                                                                                                            |
| <b>Reporting to</b> | Chief Executive Officer                                                                                                 |
| <b>Hours</b>        | Part-time, between 15-21.6 hours per week (with flexibility, if wished to be more term time and/or 5 hours working day) |
| <b>Salary</b>       | £41,000 pro rata per annum, + 8% Employer Pension Contribution                                                          |
| <b>Contract</b>     | Permanent                                                                                                               |
| <b>Holiday</b>      | 38 days including bank holidays and mandatory holidays (Christmas closure) pro rata                                     |
| <b>Location</b>     | 121a Peckham High Street, SE15 5SE (hybrid working available, with 3 days per week in the office minimum)               |

Pecan is a community development charity working in Peckham, south London, to support local people who face deep social and economic disadvantage. We walk alongside people affected by poverty and hardship, unemployment, the asylum system and the criminal justice system, helping them to build confidence, skills and new possibilities. We advocate for those we work with, challenging inequality and injustice at a local and national level to provide hope and belief in a better a future for our community. All of our work is shaped by our values of kindness, belief and hope.

### About the role

As a member of the Senior Leadership Team, you will contribute to the strategic leadership of the organisation. You will have oversight, management and responsibility for Pecan's financial functionality, and promote and sustain the organisations commitment to showing kindness, raising self-belief and inspiring hope for the future of the individuals we serve.

### Main Responsibilities:

- Oversight and management of Pecan's financial planning, accounting and reporting.
- Oversight and management of the organisations financial risk and compliance, and safeguarding of assets through effective processes and procedures.
- Oversight and management of performance and organisational data: its collection, storage, analysis and reporting.

## **Finance**

1. Advise and report to the Board, Chief Executive and SMT on all financial matters, including investments, reserves, financial forecasting and cashflow, financial performance and systems.
2. Lead the financial planning for the organisation, including annual budgeting and re-forecasting as necessary and to prepare regular financial report, including management accounts, cashflow, and other reports as required by the Board, the SMT and budget holders.
3. Provide financial information, advice and support, including training, which meets the needs of the Trustees, SMT and other staff within Pecan. In particular, work with service leads to provide all necessary financial budgeting input to funding bids and funding monitoring and reporting, ideally also upskilling the service leads in this area.
4. Take responsibility for the day to day management and administration of the finance functions such as bank reconciliations, petty cash and donation records, accounts payables & receivables, VAT and gift aid claimed.
5. Manage the relationship with Contando and work collaboratively with them on financial reporting and preparation of annual accounts.
6. Be responsible for the annual audit and be the main point of contact for the auditors.
7. Working closely with the auditors, Chief Executive and Board of Trustees, manage the annual audit process including preparing the formal annual review and accounts.
8. Advise on technical matters, in line with the Charities' SORP and any other accounting standards.

## **Facilities & Administration**

1. Manage payroll and employee pension scheme.
2. Oversee the management of all leases and contracts.

## **Governance and Risk Management**

1. Lead, maintain and develop high quality financial procedures and controls to ensure the safeguarding of Pecan's assets and the accuracy of financial information.
2. Lead on legal statutory and charitable compliance including the submission and filing of returns.
3. Ensure sufficient insurance coverage for the organisation in consultation with specialist advisors.
4. Assist the CEO on managing financial and organisational risk including reporting, developing and implementing strategies to manage and mitigate identified risks to the business.
5. Act as the lead for data compliance and work closely with the relevant team members to ensure we remain compliant with GDPR requirements.
6. Deputise as the risk officer in the absence of the CEO.
7. Attend meetings of the Finance sub-committee and occasional meetings of the Board, and submit reports in advance of those meetings where necessary.

### **Other Duties**

- Participate in regular supervision and annual development reviews, and attend Pecan team meetings as and when required.
- Help to identify your own job related development and training needs.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Pecan's code of conduct, confidentiality, safeguarding and equity, diversity and inclusion policies.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Pecan.

We are a team of multi-faith, therefore you do not need to be a practising Christian, but you should feel comfortable working in a faith-rooted organisation and your values should align with ours.

The above description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

## **PERSON SPECIFICATION**

### **You will have experience / knowledge of:**

- Experience of working in a senior accounting role, including budget and financial policy formulation
- A track record of preparing management accounts and other financial reports
- Strong experience of using Xero Accountancy Software (desirable)
- Knowledge of charity law & VAT partial exemption (desirable)
- Experience of the voluntary and community sector (desirable)
- Knowledge of charity fundraising or marketing (desirable)

### **You will also bring:**

- Strong financial management skills and ability (including SORP)
- Entrepreneurial spirit and business acumen
- Excellent communication skills including the ability to effectively conduct crucial conversations

*For more details, please see Appendix 1 below.*

## Why Join Pecan?

- Be part of a meaningful, values-led charity with a 36-year legacy of making a real difference to the lives of local residents in Peckham, south London.
- Join a welcoming team that genuinely cares about the people and communities we serve.
- Real strategic and operational ownership of your area of work.
- Support from leadership and the opportunity to develop your skills further.
- Flexibility around hybrid working and part-time options.
- Access to wellbeing programmes for staff of external clinical supervision sessions, internal wellbeing activities, and staff socials.
- Family friendly policy including enhanced sick pay, excellent work life balance, dependents leave, maternity and paternity benefits, and life assurance cover (4 times annual salary).
- Enhanced employer pension contribution (8%), and option for employee increase.
- Access to Employer Assistance Programmes (EAP) via Croner & Perkbox
- Eye test cost cover, and access to up to £100 contribution towards the cost of glasses
- Bike to work scheme
- Perkbox membership

## Further Information

- All offers to join Pecan are subject to satisfactory references and a DBS check, which is standard policy for all staff and volunteers. Having a record will not necessarily disqualify you from acquiring the post.
- Pecan is committed to equity, diversity and inclusion, and to recruiting with care, safeguarding and promoting the welfare of vulnerable people, and expects all staff and volunteers to share this commitment.
- We are a disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria as laid out in this job description.
- All staff are expected to adhere to Pecan's code of conduct, confidentiality and data protection policies.
- An induction will be given for all new staff, which will cover best practices, staff and volunteer responsibilities and an overview of key policies.
- There is a 6-month probation period for this role.

You don't necessarily need to be a practising Christian, but you should feel comfortable working in a faith-rooted organisation and your values should align with ours.

## How to Apply

- Please submit your CV and a short cover letter (maximum 4 pages) explaining why you are interested in the role and how you meet the person specification to [CharityJob](#) or [Five Hour Club](#) by **Monday 27th October 2025 10am**.
- Shortlisted candidates will be invited to interview on the week commencing Monday 3rd October 2025, Details TBC.

If you would like to discuss access needs or adjustments to the recruitment process, we would be happy to support you. All recruitment queries should be directed to [hr.support@pecan.org.uk](mailto:hr.support@pecan.org.uk). To be directly informed about all of our career opportunities, please keep an eye on the [vacancies page](#) of our website, or join our [careers mailing list](#). We look forward to receiving your application!

## Appendix 1

### Person Specification – Senior Finance Manager

| Experience & Knowledge                                                                               | Essential | Desirable |
|------------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience of working in a senior accounting role, including budget and financial policy formulation | E         |           |
| A track record of preparing management accounts and other financial reports                          | E         |           |
| Strong experience in using Xero Accounting Software                                                  |           | D         |
| Knowledge of charity law & VAT partial exemption                                                     |           | D         |
| Experience of the voluntary and community sector                                                     |           | D         |
| Knowledge of charity fundraising or marketing                                                        |           | D         |

| Skills & Abilities                                                                                | Essential | Desirable |
|---------------------------------------------------------------------------------------------------|-----------|-----------|
| Strong financial management skills and ability (including SORP)                                   | E         |           |
| Excellent communication skills including the ability to effectively conduct crucial conversations | E         |           |
| Excellent attention to detail                                                                     | E         |           |
| Ability to work well both in a team and independently                                             | E         |           |

| Values & personal Qualities                                                                                                                                                                                            | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Strong commitment to the goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions | E         |           |
| Entrepreneurial spirit and business acumen                                                                                                                                                                             | E         |           |
| A people person with the ability to make people feel good                                                                                                                                                              | E         |           |
| Encouraging, calm and resilient with a strong positive attitude                                                                                                                                                        | E         |           |
| A sense of humour                                                                                                                                                                                                      | E         |           |
| Confident and self-motivating                                                                                                                                                                                          | E         |           |
| Resourceful and imaginative, bringing creativity to the role                                                                                                                                                           | E         |           |