



Post	Freelance Finance Manager
Responsible to	Director
Salary	£25 per hour
Hours per week	15

Brighton Table Tennis Club is a local charity with international reach whose foundations are based on building a community of players and ensuring that *everyone* is welcome. We prioritise working with people who would not otherwise get the opportunity to play and work across two sites in Moulsecoomb, and externally in schools, hospitals and prisons.

You will ensure the smooth running of our financial systems, regularly reviewing finance policies, processes and procedures to ensure they are fit for purpose and liaising with the Director and Board about financial issues. Working with the Director you will use your experience to contribute to the long term financial sustainability of a values led organisation.

Our ideal candidate is someone who is an experienced charity finance professional with strong technical skills and knowledge and a strategic approach.

Key Responsibilities:

Financial Oversight

- Lead all aspects of day-to-day financial operations
- Prepare accurate quarterly management accounts to be presented to the Trustees and Executive Director
- Develop and maintain budgets for the whole organisation.
- Maintain oversight of payroll and pensions in collaboration with external providers
- Manage the weekly payment run, process invoices, and maintain accurate sales and purchase ledgers.

Strategic Planning & Compliance

- Lead financial forecasting and modelling for future sustainability
- Work closely with the Director on strategic financial planning
- Ensure compliance with Charity Commission, Companies House, and HMRC
- Maintain and update financial policies and internal controls to manage risk

Grant Fund Management

- Monitor and report on restricted/unrestricted funds
- Produce accurate financial reports for funders and external stakeholders
- Support funding bids and tenders with accurate financial projections
- Track grant expenditure against budgets, flagging overspend/underspend and supporting compliance with funder requirements

Governance & Audit

- Liaise with auditors for year-end accounts and ensure timely audit preparation
- Support Trustees with relevant and timely financial reporting
- Assist in presenting financial information to the Board in an accessible and informative manner

Person Specification

Specification	Essential	Desirable
Knowledge (including education/qualifications)		
AAT Level 4 qualified or higher, with 3-5 years' experience working in an account management role	x	
Knowledge of managing multiple funding streams in a charity context	x	
Experience of managing financial accounting systems, preferably Xero	x	
Experience		
Experience of working internally and externally with a range of stakeholders and internally with people at all levels in the organisation.	x	

A track record of working with attention to detail and accuracy and proven success in setting up systems, keeping records and delivering financial reports to deadline and to a high standard.	x	
Proactive in starting up to date with financial regulations, charity financial issues and best practice.	x	
Experience of working in the voluntary sector with a small community based organisation.		x
Skills		
Excellent written and verbal communication and interpersonal skills with an ability to build strong relationships across the organisation.	x	
Strong administration, record keeping and IT skills (internet and Google suite)	x	
Personal Qualities		
Positive, pro-active approach, with an ability to problem solve and a 'can do' attitude.	x	
Flexible approach, with a calm response to dealing with change and unexpected priorities.	x	
Good team player, empathetic and open to working alongside people from all walks of life.	x	
Ability to maintain clear boundaries and confidential working practices. Able to manage sensitive information with discretion.	x	
General		
A commitment to inclusive working practice and the ability to see the power of table tennis to change lives!	x	