



JOB DESCRIPTION

Finance Manager

1.0 FTE, remote (in the UK) and flexible working, £37-£42K

Job title: Finance Manager

Contract type: Full-time (35 hours) per week; compressed, condensed or school hours will be considered; we are also open to this role being a job-share partnership. Please detail any flexible working requirements in your application.

Salary: £37,000 - £42,000 depending on experience

Start date: End July 2024

Location: Bloody Good Period works remotely and flexibly. Routinely the role will be home-based, with attendance required at in-person team meetings in London every six weeks. Ideally more frequent in-person working (weekly) would be preferable. This role must be UK-based.

Reporting to: CEO

Application deadline: Tuesday 18th June (end of the day 23:59) - see instructions at the end of this document

Who We Are

We fight for menstrual equity and the rights of women and all people who bleed.

Menstrual supplies are not cheap, but for anyone with a period, they are, of course, an absolute necessity. Bloody Good Period provides period products to those who can't afford them, and menstrual education to those less likely to access it.

We also help everybody talk about periods, because we believe that everybody should be able to talk about bleeding without shame, and nobody should be at a disadvantage because they menstruate.

About This Role

The new Finance Manager role is being created to provide a secure operational basis for Bloody Good Period to continue its work. As an established small charity, BGP is looking for an individual to take charge of the financial operations, supporting both operational staff and senior management with timely information and solid processing.

This role will be an integral part of the wider BGP team but will be the sole finance professional and as such suits candidates at ease with working on their own and taking charge of their responsibilities. We are currently in a process of bringing the financial management in-house from a collection of external suppliers and the role holder will have an opportunity to help bed these new practices in and to design systems as they see fit.

To Find Out More

To find out more about the role, and BGP as an organisation, you're invited to an online drop-in session at 12 noon on Wednesday **12th June 2024**. You are welcome to attend anonymously if you prefer (with your camera off). You can submit questions on the day, or in advance via hello@bloodygoodperiod.com (please use the subject line: Recruitment Q&A). Please register your interest in this session [here](#).

Roles & Responsibilities

- Undertake all aspects of the general financial function of the organisation, including data entry and bookkeeping, reconciliations, and reporting. Maintain the balance sheet and bank accounts, engage in monthly checks and reporting. Manage purchase and sales ledger, including credit control and ensuring suppliers are paid in a timely manner. Manage cash flow.
- Work across both Bloody Good Period and Bloody Good Employers to maintain intercompany balances and group accounting.
- Work with operational and project management staff to ensure they have timely information, and are themselves submitting information in a timely manner. Ensure they have access to relevant reporting and support them to understand their budgets and budget management.
- Work with senior leadership to support the creation of budgets. Produce monthly management reports to track actuals against these budgets and revise forecasts where appropriate.
- Manage Payroll, Pensions and Year End Accounting Processes (currently an independent examination, but with a possibility of an Audit being required soon) and ensure all are processed in a timely manner and to the highest standards. Establish best practice processes and continually improve systems as the charity grows and consolidates

Essential

- Understanding and Experience of Charity Accounting, including the SORP and restricted fund management
- Experience in all aspects of core accounting and finance requirements of a small to medium entity
- Experience of cloud-based accounting programmes (we use Xero) and remote management of documents and storage.
- Comfortable working on their own and setting goals and deadlines for themselves, whilst responding to and prioritising ad-hoc queries and pressing situations as they arise

Desirable

- An accounting qualification (Level 4 or above) or qualified by experience
- Experience planning and implementing financial controls and operations

- Good written and/or verbal communication skills, especially with regards to presenting financial information to non-financial users
- Experience of commercial subsidiaries, and an understanding of commercial accounting practices; experience of VAT returns

To Apply

- Register for the online Q&A on **Wednesday 12th June 2024**, 12-1, [here](#)
- Please send the following to hello@bloodygoodperiod.com, by **Tuesday 18th June (end of the day 23:59)**
 - your CV, including contact details
 - an expression of interest which tells us why we're such a great fit - this could be in writing (one page of A4 only please) or a short video (3-4 mins max)
- First round interviews will be in late June and will be held online, with a second stage in person
- Interview questions will be shared in advance.