





A warm welcome from Home-Start Greenwich (HSG)

About Us

Home-Start Greenwich is a Charitable Incorporated Organisation providing care for families since 1993. We help to build a community around parents to give each child the best start. Our organisation is part of a national network providing a place of care and refuge for families facing loneliness, hardship or parenting challenges.

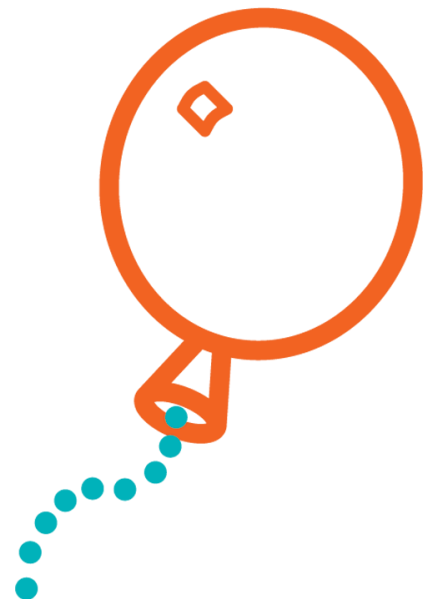
We are supporting families as early as possible to protect their most valuable assets, their children. Our workforce is a combination of skilled staff, qualified volunteers and supported learners offering family support, social care, advice, training, childcare and children centre services in the Royal Borough of Greenwich.

Our Mission

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family's potential.

We are here for families when they need us most



because childhood doesn't wait

About The Role



Job title:	Finance Manager
Reporting to:	Director of Operations
Location:	Head Office, SE18 3QA
Staffing:	None
Hours:	Permanent, Part Time – 4 days (28 hours per week, 52 weeks)
Salary:	£37,765. per annum
Closing Date:	20 th November 2025


Job Purpose

The prime purpose of this role is to support effective and efficient use of financial resources and systems across Home-Start Greenwich. Ensuring day to day accurate and efficient financial administration, monitoring, and reporting. This role will also be required to provide support to the Finance, Fundraising and Marketing sub-committee.

Key Accountabilities

- Responsible for all aspects of maintaining the purchase ledger. Duties include inputting of purchase ledger invoices, maintaining supplier accounts, staff expenses, PLEO and executing timely and accurate payment runs.
- Responsible for all aspects of maintaining the sales ledger. Ensuring authorisation and coding of invoices in line with company coding structure. Duties include AR invoicing, Debtor reporting.
- Responsible for all aspects of Plumstead Nursery and Eglinton Nursery's financial management. Duties include monthly invoicing, direct debit processing, debtor reporting and assist nursery manager on ad-hoc basis.
- Work with HR and the outsourced Payroll provider in preparing and processing the monthly payroll, management of PAYE and Pension Payments.
- Work with the Director of Operations to prepare annual budgets.
- Produce regular budget monitoring reports and investigate variances to ensure delivery of our operations within agreed budgets, alongside budget leads.
- Responsible for monthly balance sheet reconciliations. Management of Fixed Asset and depreciation Schedule
- Assist with grant applications producing budgetary documents where applicable. Continually monitor and report on grants awarded to Senior Leadership Team, Directors Management Team and for the external funder.



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- Ensure accurate and timely closure of the financial accounts for month-end, quarter-end and year-end and assist with the production of monthly management accounts. Reports include P&L, Balance Sheet and Cash Flow.
 - Support the production of statutory audited accounts in collaboration with Director of Operations and auditors.
 - Recording and reconciling petty cash and preparing postings to the finance systems
 - Assist in the recording of Gift Aid and reporting to HMRC in accordance with accounting principles and best practice.
 - Provide advice on queries around financial transactions and operations ensuring responses consider Home-Start Greenwich's financial policies and procedures. In particular ensuring effective financial process and procedures are communicated to and followed by all staff.
 - Identify opportunities for improving financial systems according to best practice and highlight opportunities for reducing costs/improving contracts.
 - Maintain and suggest changes to financial procedures such that they retain efficiency across the organisation and are in-line with industry best-practice. Keep abreast of all changes in the financial accounting system.
 - Responsible for maintaining accurate and up-to-date financial accounting records in accordance with Home-Start Greenwich policies to facilitate timely management and statutory reporting, in accordance with accounting principles and best practice.
 - Undertake other finance administrative tasks and general support to the Director of Operations as required.

Experience and skills

- Qualified or part qualified AAT, CIMA, ACCA
- Experience of producing detailed financial and management reporting to highlight the current position and future risks
- Excellent computer literacy, including MS Office, Excel, Word, Outlook, Teams and Internet applications
- Advanced knowledge and experience of computerised financial accounting systems and spreadsheets – Xero desirable but not necessary
- Proven experience in working directly with Senior Leadership Teams and external Accountants
- Charity finance experience desirable

LET'S WORK TOGETHER

How To Apply

Thank you for your interest in this role. To apply for this role please complete an application form on our website which can be found here [Join Us - Home-Start Greenwich](#)

HSG is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff working with children and vulnerable adults to share this commitment.

Safe recruitment is an important part of safeguarding and protecting children and vulnerable adults and it is essential that the assessment and selection of candidates for positions working or having regular contact with children and vulnerable adults is robust. Checks at an appropriate level will be undertaken prior to taking up employed work or voluntary activity.

Certain posts in HSG are exempt from the Rehabilitation of Offenders Act 1974 (Rehabilitation of Offenders Order 1978 in Northern Ireland). Whether a post is exempt or not will be clearly set out on the application form. If a post is exempt from the Act the candidate will be required to declare whether they/them has any convictions, cautions and bind overs, including any that would normally be regarded as spent. If a declaration is positive, details must be provided.

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must have fluent spoken and written English and the right to work in the UK.

We look forward to receiving your application.

