

We are currently recruiting passionate, innovative, imaginative early-year practitioners to join our inspiring team, who are united in creating a modern early-year setting that excites the children and gives them the freedom to play and grow as independent learners.

Here at Home-Start Greenwich, our enchanting play spaces embrace the wonders of loose parts play alongside our expansive outdoor area. Complete with Forest School, perfect for active children's exploration and learning. You will be an integral part of our Early Years team, setting the stage for curiosity and exploration, both indoors and outdoors.

You will be part of a team that takes pride in creating a nurturing environment that caters to all children's needs and acknowledges the diversity of each child's background, culture, and disabilities. At Home-Start Greenwich, people, passion, and ambition are at the heart of everything we do, if you want to inspire, motivate, and challenge children to be the best they can be, why not join our team?

### **About Us**

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children. We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

### **What We Do**

To achieve our vision, we provide the following services:

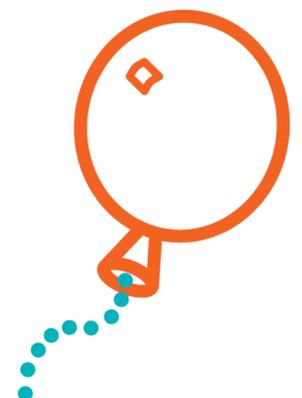
- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children's Centre services, including a wide range of effective and creative services:
  - ✦ Employability & Training ○ Health & Social Care ○ Childcare ○ Food & Nutrition
  - ✦ Health & Well-being
  - ✦ Quality Play & Early Education Opportunities
  - ✦ Family Support
  - ✦ Quality Childcare

### **Our Mission Statement**

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



# About The Role



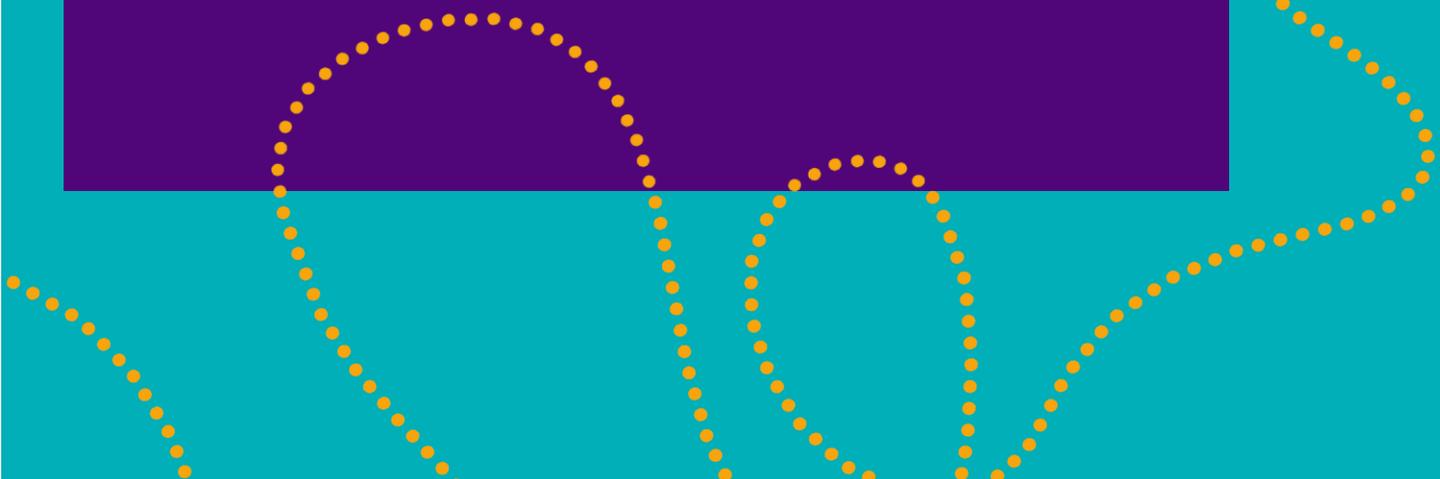
Job title:	<b>Finance Manager</b>
Reporting to:	Director of Operations
Location:	Head Office, SE18 3QA
Staffing:	None
Hours:	Permanent, Part Time – 4 days (28 hours per week, 52 weeks)
Salary:	£37,765. per annum
Closing Date:	17 April 2026

## 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.





- 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

#### Benefits of working for Home-Start Greenwich

28 Days Annual leave	Tech Scheme	Cycle Scheme	50% Childcare Discount at Plumstead Nursery
5% Employer Pension Contribution	Ongoing Training and Development	Employee Assistance Programme	High Street, Online Stores and Leisure Discount Cards

#### Inclusion Matters

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 be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.

# 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.

