

RECRUITMENT

Candidate Job Pack

Part-Time Charity Finance Manager



Welcome to MDVS

A grassroots charity with more than two decades of experience supporting people affected by domestic abuse and driving change across Merseyside.

Our mission

To tackle domestic abuse through education and by supporting those affected to improve their lives.

Our vision

To work collaboratively to end domestic abuse, change attitudes and drive forward national policy.

Our values

SUPPORTIVE

INCLUSIVE

EMPOWER

INNOVATIVE

Our integrated approach spans survivor advocacy, prevention, behaviour-change work and specialist stalking practice. Strong financial management underpins our ability to deliver safely, evidence impact and plan for the future.

The opportunity

We are looking for an experienced charity finance professional who can combine strong financial control with practical, forward-looking insight.

The Charity Finance Manager will lead MDVS's day-to-day financial management and provide accurate, timely and forward-looking financial information to the CEO, trustees, commissioners and funders.

This is a hands-on role with particular responsibility for:

- multiple grants, restricted funds and commissioned contracts
- funder and commissioner financial reporting
- service and organisational budgets
- cashflow, forecasting, projections and scenario planning
- payroll, pensions, controls and year-end readiness
- supporting the CEO with sustainability and financial decision-making

Role at a glance

Salary

£31,000–£33,000 FTE, pro rata (£17,595–£18,730 per annum for 21 hours per week)

Reports to

Chief Executive Officer

Hours

21 hours per week

Location

Merseyside / flexible working by agreement

Contract

Part-time

Key responsibilities

Financial management & control

- Maintain accurate financial records and appropriate controls across MDVS.
- Oversee income, expenditure, invoices, bank transactions, reconciliations and supporting documentation.
- Manage payroll processes, starters/leavers and monthly salary changes with the external payroll provider.
- Maintain pension administration, including enrolment and contribution schedules.
- Maintain complete records for audit, year-end accounts and statutory reporting.

Budgets, reporting & assurance

- Produce management information for the CEO and trustees, including budget monitoring, cashflow and forecasts.
- Monitor actual spend against organisational and service budgets; identify variances, underspends, overspends and emerging risks.
- Support annual budget setting and multi-year projections.
- Liaise with external accountants and provide information required for year-end and audit.
- Communicate financial information clearly to non-finance colleagues.

Funding & contract finance

MDVS operates through a mixed funding model including grants, commissioned contracts and restricted and unrestricted income. Clear fund-level oversight is central to this role.

- Maintain oversight of multiple funding streams, award values, contract periods, expenditure, remaining balances and reporting deadlines.
- Ensure income, expenditure and staffing costs are correctly allocated to individual grants, services and commissioned contracts.
- Prepare accurate financial reports, claims, monitoring returns and supporting information for commissioners and funders in line with each reporting cycle.
- Maintain clear audit trails and evidence to support funder scrutiny and compliance.
- Work with the CEO on financial costings for new grants, tenders and commissioned services, including staffing, NI, pension, inflation, overheads and full-cost recovery.
- Identify funding cliffs, under-recovery, overspends, underspends and other financial risks early.

Strategic finance & sustainability

This role provides the financial intelligence needed to make strong decisions.

FORECAST

Build cashflow forecasts, projections and multi-year scenarios.

MODEL

Test the affordability of staffing, services and new opportunities.

RECOVER

Support appropriate overhead and full-cost recovery across funding.

ANTICIPATE

Identify funding gaps, contract-end pressures and unfunded liabilities early.

ADVISE

Translate financial information into clear options for the CEO and Board.

SUSTAIN

Identify cost-effective approaches without compromising service quality or safety.

Person specification

Essential

- Substantial finance experience within a charity, voluntary-sector or comparable not-for-profit organisation.
- Experience managing multiple grants, restricted funds and commissioned contracts.
- Demonstrable experience preparing financial reports, claims or monitoring returns for commissioners and funders.
- Strong understanding of restricted and unrestricted charitable funds.
- Experience of organisational and service-level budgeting, forecasting, cashflow and projections.
- Experience producing management accounts or financial information for senior leaders/trustees.
- Experience allocating staffing and other costs across different funding streams.
- Experience supporting bid, grant or contract costings.
- Experience of payroll/pension oversight and year-end preparation.
- Strong spreadsheet and financial-system skills; able to explain finance clearly to non-finance colleagues.

Desirable

- Recognised accountancy qualification or part-qualification, or equivalent experience.
- Experience using QuickBooks or comparable accounting software.
- Experience of Sage payroll-related systems.
- Experience contributing to fundraising bids, trusts/foundations or tender submissions.
- Experience within domestic abuse, VAWG, social care or another complex commissioned-service environment.

We particularly value candidates who can move confidently between detailed financial control and clear, practical advice for senior decision-makers.

How to apply

Interested in joining MDVS?

Please submit an up to date CV and Cover letter (no more than 2 A4 pages) in line with the recruitment information provided with this pack to info@mdvs.org

We welcome applications from experienced charity finance professionals who can demonstrate the essential criteria.

Questions about the role?

info@mdvs.org

07802 722703

Closing date: 23rd of September 2026

Shortlisting: 24th September

Interviews will take place 28th and 29th September and will be held in person at a Liverpool location and will last approximately 45 minutes to 1 hour. Full venue and interview details will be provided to shortlisted candidates.

Supportive • Inclusive • Empower • Innovative

