

Senior Finance Manager – Job Description

Location: Remote (UK only) or hybrid (Brighton/Sussex)

Salary: £40,048–£43,310 FTE, pro rata for part-time hours, plus statutory pension contributions

Hours: Part-time, 2–2.5 days per week, with the possibility of additional hours for specific projects

Contract: Permanent

Start: As soon as possible

Reports to: CEO

Reports: Part-time Finance Assistant

Who we are looking for

GSP is looking for a highly experienced charity Senior Finance Manager to play a central role in this next stage of our development.

Does this sound like you?

You are an experienced, self-motivated charity finance leader who combines commercial thinking, sound judgement and a strong sense of purpose. You want to use your expertise to help a growing fast-paced suicide prevention charity become stronger, more sustainable and more impactful in a highly competitive landscape.

You are ambitious for organisations you work for and understand that sustainable growth takes both opportunity and discipline - growing income and impact while managing risk, resources and long-term financial resilience.

You want to drive change, not simply maintain the status quo. You move confidently between strategy and detail: understanding the numbers, spotting opportunities and risks, and turning financial insight into better decisions.

You are a trusted, collaborative colleague who takes time to understand the context behind the numbers. You listen, ask insightful questions, challenge constructively and work alongside colleagues to turn their goals into financially sustainable solutions.

You are conscientious, improvement-focused and growth-oriented. You look for smarter and simpler ways of working, opportunities to grow income, improve value for money and make better use of resources.

You are equally comfortable advising the CEO, SMT and the Board, working collaboratively with colleagues or rolling up your sleeves to solve a problem. You bring confidence, integrity and pragmatism: willing to challenge, hold boundaries and speak up when something needs to change.

Above all, you see finance as an enabler of impact. Strong financial foundations give GSP the confidence and freedom to grow, innovate and ultimately help save more lives.

If this sounds like you, please read on.

Who we are

Grassroots Suicide Prevention (GSP) is a national charity committed to the timely intervention and prevention of suicide. We empower people to help save lives through connecting, educating and campaigning nationally, with a vision of a future where more lives are saved from suicide.

We are ambitious about our future - and that means making sure our financial, operational and governance foundations are strong enough to support our growth and impact.

About the role

Reporting directly to the CEO, you'll lead a small finance team, combining big-picture thinking with hands-on delivery. You will oversee GSP's financial operations, ensuring accuracy, compliance, and strong financial management. Your responsibilities include overseeing bookkeeping and payroll, preparing monthly financial reporting, quarterly management accounts, and supporting strategic decision-making through budgeting and forecasting.

We are seeking an experienced, self-motivated and conscientious individual with strong attention to detail who can work effectively as part of a small team to maintain and develop our financial operations. Applicants should have significant relevant experience in a financial management position, ideally with commercial sales and charity experience alongside a commitment to GSP's organisational vision, mission and values.

Key responsibilities:

Financial leadership, planning and sustainability:

- Work with the CEO to develop the annual budget and take overall responsibility for financial performance, controls and processes.
- Deliver monthly accurate and detailed departmental and organisational accounts, annual accounts, forecasts and financial reports for the CEO, Senior Management Team and Board, turning financial information into insight that guides decisions.
- Lead cash-flow forecasting, reserves management and longer-term financial planning.
- Work with colleagues on income-generating and commercial opportunities, bringing a commercial lens to organisational decision-making and sustainable growth.
- Ensure compliance with Charity Commission and Companies House requirements and charity SORP standards.
- Lead the annual independent examination, where required, and manage relationships with external examiners, auditors and other financial advisers.
- Oversee payroll, pensions, VAT returns where applicable and day-to-day financial administration with the external accounts team.
- Oversee restricted fund accounting, ensuring grant expenditure is accurately tracked, and funder requirements and reporting deadlines are met.

Contract management:

- Lead contract management and compliance with the Senior Management Team and training team, covering service, partnership, consultancy and other contracts.
- Work with external advisers where specialist support is required.

Operations and organisational effectiveness:

- Maintain annual action plans for finance, coordinating priorities, timelines and dependencies across the organisation.
- Oversee the day-to-day operation of finance and identify and deliver improvements to financial systems, processes and internal coordination that support sustainable growth and organisational effectiveness.

- Lead procurement, ensuring value for money, effective controls and strong supplier relationships.

Governance, risk and compliance:

- Support the CEO on governance matters and ensure compliance with relevant legislation, including employment law, GDPR, health and safety and charity law, working with external advisers where required.
- Provide the Company Secretary function, including preparing Board papers and maintaining statutory registers and records.
- Support the CEO on financial, operational and organisational risk including updating the risk register in relation to finance for the quarterly board meetings.
- Lead on the renewal of annual insurance for the charity and manage the relationship with the external insurance provider.

Profile and reputation:

Serve as an enthusiastic member of the team at events, sharing our mission and success stories to help build the charity's profile and reputation.

Essential qualifications and expertise:

- At least five years' experience in a managerial finance role.
- An accountancy qualification such as ACA, ACCA or CIMA, or equivalent relevant experience.
- Knowledge of charity finance, governance and regulatory compliance, including charity SORP and restricted and unrestricted fund management.
- Knowledge of people administration, employment legislation, organisational risk and operational compliance, including safeguarding responsibilities.
- Understanding of how financial management, operational infrastructure and people practices contribute to organisational effectiveness and mission impact.

Skills and experience:

- Demonstrable successful and collaborative leadership in a senior-level finance role within a charity, not-for-profit, public or values-led organisation.
- Proven experience of contributing to the growth of a non-profit in a competitive landscape, including identifying opportunities and supporting sustainable organisational development.

- Proven commercial acumen, with evidence of assessing financial implications, identifying opportunities, managing costs and supporting sustainable growth.
- Strong experience of financial management within a non-profit, including budgeting, forecasting, management accounting, financial controls, audit processes and financial planning.
- Strong financial and analytical skills, with the ability to interpret, present and communicate financial information clearly to non-finance audiences, including Boards and senior leadership teams.
- Experience adding value to organisational strategic and operational planning and senior-level decision-making.
- Experience working in a fast-paced and complex environment, managing competing priorities and operational risk while maintaining a high standard of delivery.
- Ability to operate confidently at both strategic and operational levels, balancing long-term planning with hands-on delivery and problem-solving.
- Ability to influence, advise and support decision-making at senior leadership and Board level.
- Excellent interpersonal and relationship-building skills, with the ability to build trust and collaborate effectively across teams and with external stakeholders.
- Strong IT and digital systems skills, including experience with finance systems, CRM platforms (e.g. Salesforce), organisational technology and AI tools.
- Ability to navigate complexity, manage organisational risk, exercise sound judgement and make effective decisions in a values-led environment.
- Excellent time-management and prioritisation skills, with the ability to manage multiple competing demands and deliver to deadlines.

Why Grassroots Suicide Prevention:

- We are growing, increasing impact and saving lives.
- You'll join a creative, friendly and collaborative team where your work directly strengthens suicide prevention in communities.
- GSP is committed to building a diverse and inclusive community and workplace where everyone can be themselves, contribute fully and have an equal opportunity to succeed.
- We value the experiences, skills and perspectives that people from different backgrounds bring. We actively encourage applications from people with diverse backgrounds, and recruitment decisions are based on skills, experience and knowledge.

What we offer:

- ✓ Flexible working: remote working across the UK or hybrid working from Brighton/Sussex, depending on your circumstances and the needs of the role.
- ✓ Health and wellbeing support: a health cash plan and employee assistance programme, including contributions towards dental, optical and everyday healthcare, alongside counselling, legal and financial support.
- ✓ Learning and development: opportunities to develop your skills and contribute to your professional growth.
- ✓ A collaborative culture: a friendly, creative and values-led environment where your contribution matters.

Applications:

Please note that your welfare is the utmost priority; before applying, please consider carefully whether the demands and requirements of the role, working remotely (if applicable) and the subject matter of suicide prevention could impact your wellbeing.

Please do not apply if you are not resident in the UK and eligible to work.

This is a critical role in the charity and there may be different stages to the recruitment process. Stage One: please send your CV and a cover letter giving examples of how your skills and experience fit the role, with examples of impact and success. Please do not use AI. Send to CEO@prevent-suicide.org.uk.

Please note that we are looking for a start asap, so the selection process begins immediately and will close when we fill the post with the right person.

You can set your email for a delivery receipt. If you do not hear back from us within one month, then we have not moved your application onto the next stage. Due to the number of applications we receive we are unable to provide feedback until interview stage.

GSP is in a period of transition and development. The post holder should be aware that this role, its responsibilities and line management may evolve as the charity's needs develop.