



MK-ACT (MKWA)

**An established charity providing domestic abuse support services within
Milton Keynes.**

www.mkact.com

We have an exciting opportunity to work for our charity by supporting our teams to provide a high quality service to those who experience Domestic Abuse (DA) by working as our Finance Manager. Your role will be to oversee all financial matters within the charity.

The post holder will be responsible for the smooth running, development, maintenance and monitoring of all the organisation's financial systems. The purpose of this post is to:

- Provide sound financial advice to Board of Trustees, CEO, Company Secretary and others
- Provide a high quality and effective management service to the charity
- Prepare, develop and analyse management accounting information
- Ensure compliance with all relevant financial statutory and regulatory matters including reporting requirement under the Charity Statement of Recommended Practice (SORP) and Financial Reporting Standard

You will be reporting directly to the CEO and working in a team with a fellow Finance Officer as part of the wider Business Team. You will be working closely with all colleagues within MKACT supporting them in regards to Finance as and when required particularly other members of the Senior Management Team.

MK-ACT is an equal opportunities employer committed to quality, equality, diversity and inclusion and welcomes applications from all sections of the community. This post is subject to safer recruitment procedures and regulations and an enhanced DBS check. This post is open to female applicants only under Schedule 9 (Part 1) of the Equality act 2010.

Finance Manager

37.5 hours - £35K

Contract: Permanent

Work Pattern: Monday to Friday within our office hours, with some possible evening working for meetings

Location: Hybrid – office based minimum of 2 days a week across MKACT Offices

As a Finance Manager we require you to be very organised, being able to work with competing demands and be able to work to deadlines. Ideally you will have an understanding of DA and its effects on victims and experience of working within the charity sector. You will be part of the senior leadership team.

Closing date: Monday 27th November, 9am. Interviews w/c TBC. Contact: recruitment@mk-act.org for an application pack stating the reference Finance Manager. We will be asking for a CV and a personal statement based on the Job Description. If you would like to discuss the role please contact the CEO sue.burke@mk-act.org