



Job title: Finance Co-ordinator

Reports to: Chief Executive Officer

Location: The Hub, Ditchling (limited home working when necessary)

A. Job Purpose

Befriended has grown rapidly in the last few years. With a fabulous team of volunteers Befriended has extended its client base and significantly increased its range of activities. Now the charity needs someone to oversee and enable all aspects of the financial operations of the charity, thereby enabling Befriended to flourish and grow.

<https://befriended.org>

B. Who are we?

Befriended's vision is to end loneliness and isolation amongst older people living in Sussex, working in partnership with volunteers, local churches and other organisations. We aim to fulfil our vision by addressing the main causes and consequences of loneliness and isolation.

We offer a range of services and activities, bringing people together to improve wellbeing, encourage spirituality and build friendships. We support people through a wide range of events and activities.

We currently have over 1500 clients, over 153 volunteers and 400 partners who receive our newsletters.

Our Christian Ethos

- We have a Christian Foundation
- We value every human being, just as God does
- We acknowledge that we are a multi-faith society and we welcome people of all faiths or none

C. Key Responsibilities

- i. Support the work of Befriended activities by:

- Overseeing and implementing all aspects of management accounts, payroll, budgeting, and statutory compliance. This includes:
 - Management accounts: operating the day-to-day finances of Befriended, including payment of invoices for all services rendered.
 - Ensure compliance with charity SORP (Charities Statement of Recommended Practice) and HMRC
 - Developing effective financial management policies and systems; including managing cash flow and internal financial controls.
 - Overseeing payroll processing, pension contributions for Befriended employees, and maintaining appropriate records.
 - Liaising with the Operations Manager in respect of the financial requirements of The Hub, Ditchling.
 - Liaising with the Operations Manager in respects of the on-going costs involved with the operation of Befriended activities.
 - Preparing the annual accounts.
 - Arranging for auditing the annual accounts. Liaising with auditors/independent examiners for year-end accounts.

ii. Support the work of Befriended Trustees by:

- Providing regular financial reports for Trustees bi-monthly meetings.
- Providing monthly management accounts, variance analysis, and cash flow forecasts for Trustee meetings.
- Liaising and reporting to the Trustees with regard the reserves policy.
- Liaising with the Operations Manager to develop and maintain Befriended's risk register.
- Liaising with Trustees and Operation Manager to file annual accounts with the Charity's Commission.
- Providing strategic financial insight to Trustees and Chief Executive Officer to support decision-making.
- Lead the annual budgetary process.

iii. Support the work of the Chief Executive Officer by:

- Facilitating existing marketing strategies, including:
 - provide support for fundraising teams with financial modelling and funder reporting;
 - working with the CEO and Trustees in the growth of fund raising initiatives.

iv. Support the overall work of Befriended by:

- Overseeing all aspects of Gift Aid, legacies and direct donations, including letters of thanks where appropriate.
- Undertake any other duties as may be determined from time to time within the general scope of the post.

D. Personal Attributes and Experience

Person Specification

Essential:

- A passion for the work of Befriended. This includes:
 - a commitment to the vision, Christian ethos and values of Befriended;
 - an understanding of and sympathy towards the needs of older people;
 - a passion for developing the effective working of Befriended as a charity in Sussex.
- A strong understanding of charity SORP, fund accounting, and Gift Aid.
- Proficient in financial software and advanced IT skills, including Excel.
- Ability to work as part of a team.
- Strong organisational skills.

Qualifications: Fully qualified accountant (ACCA, CIMA, ACA) or qualified by experience (QBE).

Desirable

- Excellent communication skills; able to explain financial data to non-finance staff
- Comfortably with adopting a proactive, collaborative approach.
- A confident self-starter who is able to problem solve and use their own initiative.

E. Contract:

The Finance Manager role is a contracted role.

Hours: 8 hours a week – flexible

£15-£20 an hour

F. Start date:

As soon as possible, following references and DBS application.

G. How to Apply:

Email with covering letter telling us about you, why you would like to be considered for this role and include your CV to gail@befriended.org

We ask for details of two referees (including email addresses). Please indicate if we can take up any or all of these references prior to interview, otherwise any offer will be subject to satisfactory references.

H. Selection and Decision

The closing date for applications is Tuesday 14th July 2026. After a shortlisting process, we will hold interviews on Tuesday 21st July 2026 at The Hub, Ditchling. Interviews will be carried out by a small panel, and there will be opportunity to meet with the Chief Executive Officer and the Befriended Activities Co-ordinator and others currently involved with the financial management of Befriended. You may be asked to give a presentation as part of this process and will be given more details nearer to the time.