

Finance Manager	
<p><b>Finance Manager – 4A</b></p> <p><b>Location – Doncaster with flexible and hybrid working.</b></p> <p><b>Salary – £40-45,000</b></p> <p><b>Hours 30-35 hours per week</b></p> <p><b>Contract Type – Permanent</b></p> <p><b>Apply by: 26 January 2026</b></p>	
The Role	
<p>This is a key role working closely with the Finance Director and a Finance Manager in the central Finance team to produce accurate financial data and ensure strong financial controls. It supports and enables operational colleagues to achieve TCVs mission to connect people and green spaces to deliver lasting beneficial outcomes for both.</p> <p>The role will lead the production of timely and accurate monthly management accounts and financial reports. This role will work closely with the finance team to ensure accuracy and timely reconciliations, cash forecasts, restricted funds analysis and budgets.</p> <p>The Finance Manager will support the Finance Director in the production of statutory financial statements.</p> <p>A key part of this role will be building strong relationships and engaging with budget holders to guide them through financial principles and controls and create impactful reporting solutions.</p>	
Key Responsibilities	Core Skills and Knowledge
<ul style="list-style-type: none"> <li>• Prepare monthly management accounts and financial reporting.</li> <li>• Ensure all reconciliations are in place and that discrepancies are investigated and resolved.</li> <li>• Support the finance team in ensuring accurate and timely transactions.</li> <li>• Ensure robust financial controls and systems are in place and comply with charity and financial regulations.</li> <li>• Continuously improving systems and recommending and implementing solutions to improve systems and controls.</li> <li>• Recommend changes to the Finance Director to improve value for money and improve financial performance.</li> </ul>	<p>The skill level for this role is Advanced, except where stated –</p> <ul style="list-style-type: none"> <li>• Communicating Effectively</li> <li>• Building Effective Relationships</li> <li>• Delivering Results</li> <li>• Working effectively as One Team</li> <li>• Valuing Diversity and Integrity</li> <li>• Understanding TCV and the Strategy</li> <li>• Leading People and Building Talent and Capability</li> <li>• Managing Change and innovation.</li> </ul>

<ul style="list-style-type: none"> <li>• Act as a business partner to our wider budget holders and project managers. Supporting them with month end procedures and financial tasks.</li> <li>• Provide excellent support and advice and ensure a solution focussed approach.</li> <li>• Lead on cash and working capital forecasting.</li> <li>• Lead of VAT, Tax and Gift Aid returns.</li> <li>• Ensure accounting practices comply with relevant accounting standards.</li> <li>• Support the Finance Director in the production of statutory accounts.</li> <li>• Lead the production of information for audits.</li> <li>• Ad-hoc duties to support the finance team and wider organisation.</li> </ul>	
<b>Person Specification</b>	<b>Size and Scope</b>
<ul style="list-style-type: none"> <li>• Qualified accountant. (desirable)</li> <li>• Demonstrable up to date UK GAAP knowledge.</li> <li>• Demonstrable up to date Charity Accounting knowledge (desirable).</li> <li>• Able to prioritise whilst maintaining the engagement of all stakeholders.</li> <li>• A full driving licence is not required, however travel to TCV offices across England, Scotland and Northern Ireland may be required on occasion.</li> </ul>	<p><b>Location:</b> Based in Doncaster with hybrid working available.</p> <p><b>Reports to:</b> Finance Director.</p>
<b>Regulatory Requirements</b>	<b>TCV Values</b>
<ul style="list-style-type: none"> <li>• Adherence to TCV policies and procedures, including Health and Safety, GDPR and Safeguarding.</li> <li>• Criminal Record History Self Disclosure and Standard check.</li> <li>• Data Protection in-house online training.</li> <li>• IT Security in-house online training.</li> <li>• Other statutory and mandatory in-house training modules, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Make stuff better.</li> <li>• Make a positive environmental impact.</li> <li>• Crack on and muck in.</li> <li>• Make a difference.</li> <li>• Be the best that we can be.</li> </ul> <p>A behavioural framework accompanies our Values that allow us to measure how we will demonstrate these through or day-to-day work.</p> <p>The framework forms part of our annual performance and development review process.</p>