



Finance and Operations Manager

Job Pack



Job Description

Post: Finance and Operations Manager

Salary: £45,000 - £50,000 pro rata per annum (30 hours per week)

**Location: Hybrid, with 3 days per week at Psoriasis Association Head Office in Northampton
(Thursday is a protected office day for all staff)**

About Us

The Psoriasis Association is a national patient support organisation dedicated to improving the lives of people affected by psoriasis. We provide trusted information, advice and support; raising public awareness; and fund research into the causes, treatments and ultimate cure for psoriasis.

We are a small, supportive and collaborative team seeking a skilled **Finance and Operations Manager** to oversee our finances and operations, ensuring efficiency, transparency and impact in all that we do.

About the Role

This is a varied, hands-on role covering finance, operations, governance and administration. Working closely with the Chief Executive, Treasurer and wider team, you will play a key role in maintaining the charity's financial health and operational effectiveness, ensuring robust systems and compliance across all areas - from day-to-day finance and management reporting through to preparing year-end accounts in line with the Charity SORP, and coordinating the audit process with external auditors.

You will oversee office and HR systems, support Trustees to enable good governance, and ensure policies, procedures and administrative functions run smoothly. The role also includes oversight of the bespoke membership database, ensuring accurate records and efficient administration.

This is an excellent opportunity for an organised and proactive individual to strengthen the charity's financial resilience and operational effectiveness, helping the Psoriasis Association continue its vital work improving the lives of people affected by psoriasis.

Reports to: Chief Executive

Key Responsibilities:

Finance

- Maintain accurate financial records in Sage and oversee day-to-day finance administration.
- Process all income and expenditure; regular reconciliation of all bank accounts.
- Reconcile financial reports from membership database with SAGE monthly.
- Prepare monthly management accounts, cashflow forecasts and financial reports.
- Support the Chief Executive and Treasurer in preparing budgets, forecasts and board reports.
- Prepare year-end accounts in line with the Charity SORP and lead on the audit process with external auditors.
- Administer legacy income, liaising with solicitors, executors and the Chief Executive to ensure timely receipt and accurate recording of funds.
- Liaise with the charity's investment managers, ensuring reports are received and reviewed, and that transactions are accurately recorded in the accounts. Support the Treasurer and Finance Committee in monitoring investment performance.
- Oversee the administration of Gift Aid claims and ensure compliance with HMRC regulations.
- Coordinate payroll and pensions with external providers.
- Monitor cashflow between current and deposit accounts – schedule transfers in funds.
- Manage finances for Research Grant programme liaising with Research Manager – schedule grant payments ensuring sufficient funds in place.
- Ensure compliance with charity financial policies, internal controls and relevant legislation.
- Provide accurate financial data to support funding bids and grants.

Office and Operations

- Lead and oversee the efficient running of the charity's office and administrative functions, ensuring smooth day-to-day operations and effective support for the team.
- Maintain and develop office systems, including HR records, policies and appraisals of direct reports.
- Ensure effective IT, facilities and supplier management, including contract renewals and value for money.
- Oversee day-to-day health and safety and ensure compliance with relevant regulations.
- Oversee the maintenance of the charity's membership database and CRM, ensuring accurate and up-to-date records, effective reporting and compliance with GDPR.
- Oversee the administration of Gift Aid claims, ensuring accurate donor records and compliance with HMRC requirements.



Governance and HR Support

- Assist with preparation of Trustee Board and Finance Committee papers and action-tracking.
- Support the Chief Executive with Charity Commission filings.
- Support staff recruitment and induction processes.
- Maintain staff records (e.g. annual leave, sickness absence).

Person Specification – Finance and Operations Manager

Essential

Qualifications and Professional Experience

- Fully-qualified accountant or part-qualified accountant (e.g. ACCA, CIMA, ACA or equivalent) *or* significant experience in a finance management role within the charity or not-for-profit sector.
- Demonstrable experience managing day-to-day finance operations, including reconciliations, management accounts, budgeting and year-end processes.
- Experience preparing year-end accounts in line with the Charity SORP and supporting or leading the audit process, including working with external auditors, Trustees and Finance Committees.
- Strong knowledge of charity finance requirements, including Gift Aid, VAT considerations, restricted / unrestricted funds, and financial compliance.
- Experience administering charitable legacies, including liaising with solicitors, executors and beneficiaries, ensuring accurate recording and timely receipt of funds.

Operational and Systems Management

- Proven experience in operational management, including office systems, IT and facilities coordination, supplier contracts, and health & safety compliance.
- Experience overseeing a CRM or membership database, ensuring data accuracy, effective reporting and GDPR compliance.
- Ability to supervise or line-manage others, providing clear direction, support and feedback.

Skills and Attributes

- Excellent attention to detail with strong analytical and problem-solving abilities.
- Confident communicator, capable of presenting financial and operational information clearly to non-specialists (e.g. Trustees, colleagues, funders).
- Strong organisational and time-management skills, with the ability to manage competing priorities and meet deadlines.
- Proactive, hands-on approach and willingness to work flexibly in a small team.

Other Requirements

- Ability to work regularly from the Northampton office (minimum 3 days per week, including the protected Thursday office day), with flexibility for remote working on other days by agreement.



Desirable

- Experience working in a health, membership-based, or research-funding charity.
- Familiarity with SAGE (or similar accounting software).
- Experience producing financial or operational reports for Trustees or senior management.
- Experience in HR administration, recruitment or staff induction.
- Understanding of charity governance and supporting Board or Committee processes.
- Experience monitoring investments or working with external investment managers.
- Interest or experience in digital systems development or improving operational processes.

Terms, Conditions and Benefits – Finance and Operations Manager

Post: **Finance and Operations Manager**

Hours: Part-time, 30 hours per week (not including lunch breaks), Monday to Friday*.

*Hours can be flexible across 4/5 days per week

Salary: £45,000 - £50,000 pro rata per annum

Location: Hybrid, with 3 days per week at Psoriasis Association Head Office in Northampton.

(We operate a hybrid working model. Our expectation is that colleagues spend three days a week in the office to support collaboration, team working and development. Thursday office attendance is required each week. We understand that flexibility is sometimes needed, so there may be occasions when two days in the office is acceptable, provided this is agreed with your manager and the needs of the role are met.)

What We Offer

Annual Leave: 34 working days (pro rata) per calendar year (including all bank holidays), rising to 39 days (pro rata) after five years' service.

Office closure days at Christmas, Easter Tuesday, Spring Bank Tuesday, and August Bank Tuesday (included in allowance).

Everyone receives an extra day off annually, which you can use on your birthday, or another special day of your choice.

Pension: 6% employer contribution (following probation) – minimum 5% employee contribution.

Additional benefits:

A health insurance scheme (following probation)

Reserved free parking available on site.

Enhanced maternity and paternity leave (after 12 months)

Flexible and family friendly working patterns



TOIL (time off in lieu) to support work-life balance

**Responsible
to:**

Chief Executive

**Probationary
period:**

The post will be offered subject to satisfactory references and be subject to a three-month trial period.

Owing to the sensitive nature of some of the work due to be carried out, the Psoriasis Association will arrange for a Disclosure and Barring Service check (previously CRB check) to be carried out.

How to apply:

Please complete the application form along with submitting your CV. CV's alone will not be considered.

The closing date for submitting applications is Sunday 11th January 2026.

Applicants must have the right to work in the UK at the time of application, as we are not able to provide visa sponsorship.

Please note, this role may close earlier if we receive a high number of suitable applications, so please apply early.

Please send completed application forms to Helen McAteer, Chief Executive at jobs@psoriasis-association.org.uk

Interviews:

Interviews are expected to take place on Thursday 22nd January 2026 in person at our head office – Dick Coles House, 2 Queensbridge, Northampton, NN4 7BF.

If you are invited to interview you will be asked to provide a scan / clear photo of your right to work in the UK.

If you are successful in your application, we will organise for you to visit the office so a copy of your right to work document can be taken.

Organisation Chart

