

# Pembroke House

## Finance Manager



**Application Deadline: Monday 9 June at 10am**

**Interviews: 13 June**

The interview will include a test for which advanced preparation is not required.

**To apply:** answer the application questions, upload a CV and complete the equals opportunities form all of which can be found [here](#):

<https://airtable.com/appjKd4BY3W6ra311/shrJ3WNIUObqXWsmu>

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.

We will offer guaranteed interviews to any candidate who meets the essential person specification AND who also has either a strong connection to Walworth, is from ethnic minority backgrounds or has not accessed higher education.

### **Brief Description**

To manage the finance function of the charity so that it meets its financial objectives.

**Responsible to:** Executive Director

**Responsible for:** Bookkeeper

**Location:** Pembroke House, 80 Tatum Street, SE17 1QR and Walworth Living Room, All Saints Hall, Surrey Square, SE17 2JU. As we are a neighbourhood based organisation we believe it is essential to our work that staff are present in one of our sites in Walworth as much as possible. However we are **Happy to Talk Flexible Working!** The types of flexibility that are available for this role are:

- Homeworking; and,
- hybrid working

With a requirement to work from one of the charity's offices at least one day per month. Travel expenses will not be paid to attend the office.

**Pembroke House**

80 Tatum Street, London SE17 1QR | 020 7703 3803  
[info@pembrokehouse.org.uk](mailto:info@pembrokehouse.org.uk) | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362

**Hours of Work:** 0.4 FTE Hours worked should be on regular days of the week

**Salary:** £45,760 pro rata

**Contract length:** 1 year with the possibility of extension

## Role Overview

Over the past decade Pembroke House's activities in Walworth have grown considerably, with annual turnover rising from £200k to £1 million. We have just launched a new strategy anchored around five 10-year commitments to the neighbourhood and this will lead to further growth as we consolidate our activities across two community buildings and continue to build wide-ranging partnerships in Walworth.

In July long-standing team member, Grisel Tarifa, will retire from a senior leadership role that at different points has spanned Finance, Operations and Fundraising and as we redistribute responsibilities we are taking this opportunity to create a newly specialised role of Finance Manager.

We are looking for an experienced and skilled financial professional who can steward us through this crucial period of development. You will be someone who combines a passion for our mission, a keen eye for detail and a flair for interpreting financial information and supporting non-specialists to make sound financial decisions.

Days will be varied spanning everything from helping budget holders report to funders; preparing accurate financial reports and management accounts; to creating the budgets and frameworks for long-term financial planning. The rest of the core finance team comprises a Bookkeeper and a pro bono Payroll Officer based in Pembroke College, Cambridge. Other members of the team manage petty cash, look after the room hire business (including invoicing and credit control) and administer pensions.

The trustee's Finance and Risk Subcommittee formed two years ago and a new trustee position of Treasurer is currently being recruited. The Finance Manager will service and attend the subcommittee's quarterly meetings and be the main contact point with the Treasurer between meetings.

As a new role there will be plenty of opportunity to mould finance operations across the organisation. Finance systems are currently in place, and have satisfied the auditor over the past few years, but there remains scope for improvement, including through automation and upskilling of the wider team.

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## Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities. We continue to share a building with St Christopher's church, which has its roots in the same student settlement.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

## Background

Since the pandemic, like many other charities, we have faced a difficult fundraising environment at the same time that wage inflation, changes to tax regimes and a higher demand for services due to the cost of living crisis has increased our costs. These years have required careful financial management, including scaling back programmes of work; initiating cost cutting measures; and, placing a greater emphasis on generating unrestricted income for example from space hire (both residential and meeting space) or donations.

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A recent award from the National Lottery Community Fund of £150k p.a. for three years has enabled us to expand the Walworth Living Room project; another recent award of approx £125k will kickstart a heritage project; and investment to professionalise our space hire business has resulted in a 500% increase in income from this source over the past year.

We have a healthy balance sheet due to investments in property and stocks and shares. We own the Pembroke House building and have a preferential lease on All Saints Hall. Both are heritage buildings that require ongoing maintenance and repairs. We also own three residential properties which combined generate approximately £120k per year.

The majority of our donors have donated to us for 50 plus years and together with wider links to Pembroke College Cambridge, will form the backbone to increasing income from donors during our 140th anniversary donor drive.



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# Finance Manager

## Job description



*This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

### Main Duties and Responsibilities

<b>1</b>	<b>LEADERSHIP</b> <ul style="list-style-type: none"><li>• Foster a culture of financial responsibility, in conjunction with the leadership team, to ensure the organisation meets its financial objectives, minimises its risk of fraud and is compliant with the Charities SORP.</li><li>• Provide timely and accurate finance support and reports to trustees, the leadership team and budget holders including management accounts, forecasting, budgeting, reconciliation and reporting.</li><li>• Administer all of the charity's bank accounts and third party finance processing providers and be a company card holder.</li><li>• Draft the audit file and schedules. Assist the auditor with follow up questions and queries and submit returns to registration bodies.</li><li>• Lead on the preparation of the charity's annual budget, draft the report for trustees leading to approval.</li><li>• Manage cash-flow and liaise with budget holders to ensure that the charity remains solvent and receives the money it is entitled to.</li></ul>
<b>2</b>	<b>FINANCE PROCESSES</b> <ul style="list-style-type: none"><li>• Lead on required monthly payroll and pension changes so that staff receive what they are entitled to.</li><li>• Lead on the annual renewal of the charity's insurance policies and act as key liaison point during the year.</li><li>• Prepare fundraising budgets, financial claims, monitoring information and invoices to funders in line with grant agreements.</li><li>• Approve and act as the signatory for all contracts for services issued to contractors and received from service providers and act as the point of contact for escalated disputes.</li><li>• Undertake period end finance processes such as journals relating to pay and recharges, cash and bank reconciliation and creditor/debtor control.</li></ul>
<b>3</b>	<b>OTHER FINANCE TASKS</b> <ul style="list-style-type: none"><li>• With other team members and trustees make Gift Aid claims on behalf of the charity.</li><li>• Maintain the fixed asset register and register of equipment not capitalised and lead an annual inventory check.</li></ul>

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	<ul style="list-style-type: none"> <li>• Induct new staff and volunteers in organisational financial systems and processes and support Budget Holders to manage their budgets.</li> <li>• Manage and quality assure the work of the Bookkeeper.</li> <li>• Use a company card according to internal policy to make larger purchases on behalf of the charity.</li> </ul>
<b>4</b>	<b>OCCASIONAL DUTIES</b> <ul style="list-style-type: none"> <li>• Attend special events organised by Pembroke House which may be during the evenings or at weekends.</li> <li>• Complete other tasks commensurate with the level of the role</li> </ul>
<b>5</b>	<b>OTHER</b> <ul style="list-style-type: none"> <li>• Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities.</li> <li>• Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days.</li> <li>• Take part in the life of Pembroke House by mucking in when a team effort is required to get something done.</li> <li>• A commitment to the Equal Opportunities Policy of Pembroke House</li> </ul>

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.

<b>Job Description prepared by</b>	Grisel Tarifa
<b>Date</b>	6 May 2025

# Finance Manager

## Person Specification



### Who we're looking for

	Tested at
<b>Experience - Essential</b>	
(Part) qualified accountant (e.g. CIMA/ACA/ACCA) or equivalent and/or qualification by experience	Application
A minimum of 3 years experience working in a management or senior role in a finance team	Application / Interview
Sound knowledge and experience of leading and managing the audit process	Application / Interview
Thorough, practical understanding of preparing and interpreting management accounts	Application / Interview
Good written and verbal communication skills to be able to present financial information to non-financial audiences clearly	Interview
Proficient user of Sage 50 accounting package (preference) or other accounting software such as Xero or QuickBooks	Application
Excellent knowledge of common software packages such as Word and advanced user of Microsoft Excel.	Interview
Thorough knowledge of the Charities SORP and how to apply it	Interview
<b>Experience - Desired</b>	
A minimum of 3 years experience working in a management or senior role in the finance team of a charity or non-profit organisation	Application/Interview
<b>Personal Attributes - Essential</b>	
Able to work without supervision and with a remote team	Interview

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Able to stick to and enforce financial policies and procedures, especially to those at a more senior level	Interview
Able to voice opinions or comments that will not be popular / welcome.	Interview
<b>Personal Attributes - Desired</b>	
Experience of living in Walworth or the surrounding area.	Application
Second language, commonly spoken in Walworth (e.g. Spanish, Somali)	Application

## Special Conditions

- Willing and able to work from the charity's premises at least one day per month, regardless of home/remote working agreement
- Ability to work occasionally outside of normal office hours including evenings and weekends
- Commitment to protecting children, young people and vulnerable adults, in line with Pembroke House's safeguarding policies

For further information about Pembroke House, please visit our [website](#).

If you have any questions about the role then please be in touch with Grisel Tarifa, Director of Finance at [grisel.tarifa@pembrokehouse.org.uk](mailto:grisel.tarifa@pembrokehouse.org.uk)

## Benefits

**Salary:** £45,760 FTE per year (pro rata)

Cost of living will be reviewed annually in August and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions.

## Working culture

Many of the team are part-time employees and we all come from diverse backgrounds and experiences – ranging from local and central government and youth & community work, to academia, music, performance and politics. Each staff member has a personal development budget to ensure they feel confident in their roles and have space to grow.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches. We also do team trips to shows and exhibitions and offer a staff discount on food and drink at the Walworth Living Room.

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We invest in a lively office culture, and support our staff to work flexibly when this can be accommodated. No-one at Pembroke House is confined to a desk or computer — everyone chips in with projects, events and activities.

We subscribe to a generous cycle to work scheme as well as an electric car leasing scheme.



## Leave

We want to support our staff as best we can, and recognise that time away may be needed for different reasons.

**Annual Holiday Leave:** 28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

**Sick leave:** Once staff have passed probation they are entitled to our enhanced sick leave policy

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**Dependency Leave:** We know that balancing work with caring responsibilities is hard, which is why we have a policy that allows for some time off to support this.

**Compassionate Leave:** When serious and life changing events happen, our compassionate leave policy allows for time off to process and recover.

## **Pension**

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria.