

ROLE TITLE: Finance Manager

REPORTING TO: Chief Finance Officer

START DATE: Early July

EXPECTED COMMITMENT: Part-time, 20 to 30 hours per month, split over each day of the week.

LOCATION: Remote with attendance at occasional meetings or events as required.

This position is offered on a freelance, self-employed basis. The successful candidate will be responsible for their own tax, National Insurance and all associated self-employment obligations. Payment will be made on receipt of a monthly invoice.

WIBF BACKGROUND AND VALUES

Women in Banking & Finance (WIBF) is a membership network that has championed women in financial services for over 45 years. With branches in London, Bristol, Birmingham, Edinburgh and Glasgow, Norwich, Northern Ireland and Manchester, we help women across the UK.

A volunteer-led social enterprise, WIBF supports women's career ambitions through development programmes, leadership opportunities, networking events and cross-industry collaboration involving our members and network.

In partnering with WIBF, corporate members from across financial services demonstrate the importance they place on accelerating progress for diversity, equity and inclusion.

WIBF is committed to delivering tangible change to our sector, ensuring equal opportunities for women as employees, customers and entrepreneurs, and empowering companies to build better businesses and workplaces.

We challenge the industry to adopt new ideas and address structural barriers, and inspire the wider community to create change across financial services.

Our core values have remained key to our success for over 45 years. We are volunteer-led, independent, inspiring and action-oriented.

ROLE OVERVIEW

WIBF is seeking a capable Finance Manager to provide practical financial reporting, strengthen controls and support informed decision-making in a flexible, part-time capacity.

The Finance Manager will lead the organisation's core finance activities and help ensure financial information is accurate, timely and useful for leadership and trustees. The post supports management accounts, budgeting and forecasting cash

flow, governance, and financial controls, while helping non-finance stakeholders understand the numbers and make sound decisions.

This role is expected to require around 20 to 30 hours per month, with flexibility over how hours are worked across the month to meet reporting cycles, board meetings and key deadlines.

WHY JOIN WIBF?

This is an opportunity to use your financial expertise to support an organisation making a real difference across the financial services industry.

As Finance Manager, you'll play a key role in ensuring WIBF remains financially strong, well governed and able to deliver its ambitious strategy to support women working in financial services.

Working closely with our Chief Finance Officer, CEO and Executive Board, you'll help shape financial decision-making, strengthen processes and contribute to the long-term sustainability of an organisation with national reach and influence.

This is an ideal opportunity for someone looking for a flexible, meaningful role alongside other professional commitments. Whether you're an experienced finance professional seeking greater flexibility, a portfolio career, or the chance to contribute to a purpose-led organisation, you'll have the opportunity to make a genuine impact while working remotely with a passionate and supportive team.

KEY RESPONSIBILITIES

- Prepare monthly or periodic management accounts, reconciliations and finance reporting packs for leadership team and exec board.
- Maintain accurate accounting records, including raising sales invoices, posting vendor invoices and raising payments for approval & bank reconciliations.
- Prepare or coordinate VAT submissions, maintain VAT records and ensure filings and payments are made accurately and on time.
- Oversee payroll processing, including payroll journals, reconciliations, submissions and liaison with our external payroll provider.
- Prepare the budgeting, forecasting and cash flow planning to help the organisation operate within budget and make informed strategic decisions.

- Work with budget holders, project leads or committee members to explain financial performance, variances and emerging risks in a clear, practical way.
- Assist with year-end processes, statutory accounts preparation, and liaison with our external accountants.
- Support compliance with relevant financial, governance and reporting requirements, including appropriate record keeping and internal controls.
- Produce finance information for funding applications, grant reporting, sponsorship reporting or programme reviews where required.
- Help develop and improve finance processes, templates and policies so they are proportionate to a volunteer-led organisation.
- Contribute to board or committee papers on finance matters, reserves, risks and financial sustainability.
- Work collaboratively with volunteers and senior stakeholders, providing finance guidance to non-finance colleagues in a supportive and accessible manner.

SCOPE OF THE ROLE

This role is a hands-on position combining financial control, reporting and practical business partnering rather than managing a large finance team. It includes responsibility for strengthening procedures, supporting governance, maintaining risk awareness and enabling leadership to make sound decisions using reliable finance information.

PERSON SPECIFICATION

Essential

- Qualified accountant (ACA, ACCA, CIMA or equivalent) or qualified by experience with strong finance management capability.
- Experience preparing management accounts, budgets, forecasts and year-end information.

- Strong grasp of financial controls, reconciliations, VAT administration and payroll oversight.
- Ability to translate financial information for non-finance stakeholders and influence decisions constructively.
- Experience working independently in a small organisation or lean team environment.
- Strong organisational skills and the ability to manage deadlines within a limited monthly time budget.
- High level of integrity, discretion and attention to detail.
- Good Excel and Xero knowledge

DESIRABLE

- Experience in a membership body, charity, professional association or volunteer-led organisation.
- Familiarity with charity sector reporting, grant reporting, Charity Commission requirements, Charity SORP, VAT treatment and payroll processes.
- Experience supporting boards, trustees or committees.
- Interest in gender equity, professional development and the advancement of women in financial services.

WAYS OF WORKING

- Flexible monthly hours, with a likely pattern around month-end, reporting deadlines and scheduled board or finance committee meetings.
- Able to work effectively with senior volunteers and stakeholders who may not be finance specialists.
- Comfortable operating in a resource-conscious environment and improving processes pragmatically.

DELIVERABLES

- Timely monthly management accounts.
- Accurate and on-time VAT returns and related reconciliations.
- Reliable payroll processing and payroll-related reporting.
- Annual budget and periodic reforecasts.
- Cash flow oversight and clear visibility of short-term financial position.
- Finance papers for Executive Board meetings & Leadership council meetings.
- Improved finance procedures and reporting templates suited to the organisation's scale.

WHAT WE OFFER

- A flexible, fully remote role that can be worked around other professional or personal commitments.
- The opportunity to help shape the future of one of the UK's leading membership organisations supporting women in financial services.
- The chance to work alongside a committed and experienced Executive Board, Leadership Council and volunteer community.
- A varied role with real influence, where your expertise will directly support strategic decision-making.
- The opportunity to improve systems, strengthen governance and leave a lasting impact.
- A collaborative, supportive and purpose-driven working environment.
- The chance to contribute to a mission that is helping create a more equitable financial services industry.

TO APPLY

To apply for this opportunity, please email a copy of your CV and a short cover letter (maximum one side of A4) including; the reasons for your interest in the role and relevant skills and experience to Diya.Patel@wibf.org.uk.

Applications will be open until Friday 17 July 2026