



Application Pack

Embrace. Empower. Educate.

Role:	Finance Manager
Hours:	35 hours
Salary:	£30,000 to £35,000
Reports to:	Finance Director

This job description is in Bree Serif Ltd size 12 font. Should you require this description to be sent in a larger size or read out to

Leeds Office: Suite 4, Tarn House, 77 High Street, Yeadon, Leeds, LS19 7SP

London Office: Mermaids, Room 303, Garden Studios, 71-75 Shelton Street, London, WC2H 9JQ

Mermaids | Mermaidsuk.org.uk

Recruitment enquiries: recruit@mermaidsuk.org.uk

you, please contact 0800 801 0400 or email info@mermaidsuk.org.uk.

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A little bit about us...

We use 'trans' as an umbrella term for people that are binary trans, non-binary, genderqueer, genderfluid, agender or of other non-cisgender genders, including those of non-Western origin.

The Charity

Mermaids has been supporting trans children, young people, and their families since 1995. Mermaids has evolved into one of the UK's leading LGBTQ+ charities, empowering thousands of people with its secure online communities, local community groups, helpline services, web resources, events, training, legal support, policy and stakeholder engagement and residential weekends.

We also seek to educate and inform wider society on gender identity by helping professionals accommodate and reassure gender diverse young people. Over the years, we've seen many changes in the language and understanding surrounding gender issues, but one thing remains the same: trans children deserve the freedom and confidence to explore their gender identity wherever their journey takes them, free from fear, isolation and discrimination.

What You Can Expect

There's no other organisation like Mermaids. Whatever you do here you will be supporting our work to achieve our mission and make positive change for trans people for generations to come. In return, we recognise and value our people. You'll have our full support, training and opportunities for professional development, along with a contributory pension and good holiday entitlement.

Message from the CEO

Thank you for your interest in the role of Finance Manager with Mermaids. This is a truly exciting time to join the charity; there's no other organisation like Mermaids. Whatever you do here you will be supporting our work to achieve our mission and make positive change for transgender, non-binary, gender diverse children and young people for generations to come. Given the challenges facing young transgender people on numerous fronts, it is more important than ever for the charity to step up.



If you want to be involved in one of the most significant civil rights movements of our time, then this is where you need to be.

I believe that Mermaids is a great place to work, and we are proud to have a culture that is welcoming, open, friendly, and collaborative. Of course, we welcome applications from all sections of the community, and we are committed to being a diverse and inclusive organisation so that we can reflect and represent all trans and gender diverse young people in the UK.

If you have the passion and drive to help us achieve our vision. I look forward to hearing from you and, hopefully, joining us soon.

Yours,
Susie Green
CEO

Message from the Chair

Mermaids is a wonderful place to work. Our team, staff and volunteers work together to support gender diverse young people and their families in an ever-expanding myriad of ways.

It is not always easy to undertake our work, but it is really important that we are here, we are growing, and that we stand up for the community we support. This makes for very satisfying work.



The trustees are involved and take our responsibilities to the charity seriously. We are proud of the team (and often in awe of them) and it is our job to enable them to play their parts as fully as possible. We care about diversity - we want to have as many different voices as possible at Mermaids; I really hope you will consider joining us.

Belinda Bell
Chair

Role Description

Finance Manager

The young people, children, and families that we support are at the heart of everything we do at Mermaids. The work that we do has significantly expanded and we now need a highly effective and experienced Finance Manager to assist in supporting Finance Director, day-to-day running of the finance department, and to line manage the Finance Officer.

Mermaids is an equal opportunity employer. We encourage applications from those with lived experiences (directly or indirectly) and/or close ties to the LGBTQIA+ community. We actively support and encourage people from a variety of backgrounds and experiences to join us and shape what we do. We are particularly keen to receive applications from BPOC (black and people of colour) and/or disabled and trans candidates.

Purpose of the role

As a growing charity Mermaids has been successful in raising awareness of the difficulties facing transgender children and young people, and campaigning for better education, treatment, and acceptance of the same. The work that we do has expanded in both staff numbers and budget, and we now need an effective and skilled Finance Manager.

Supporting our operational and service delivery teams, you will be responsible for all our daily financial duties, delegating some tasks to our Finance Officer as appropriate. As the main point of contact for stakeholders and staff you will have a varied workload and must be able to manage conflicting priorities, ensuring the efficient and accurate delivery of our financial responsibilities.

Key Objectives

- To support the day-to-day financial work of the charity, providing a friendly, accessible

and professional outlook to incoming queries and ensuring incoming emails are responded to fully and promptly

- To ensure the smooth running of all financial aspects of Mermaids including day to day bookkeeping and oversight of income and expenditure

Key Responsibilities

- Maintain internal accounts for Mermaids through accounting systems (currently Quickbooks).
- Working closely with the Training team, manage invoice production and timely payment for our growing training and consultancy work, liaising with external agencies regarding supplier information and outstanding payments.
- Manage expense payments for staff and volunteers.
- Produce financial management reports as required.
- Undertake all administrative duties required with the role.
- Manage the monthly payroll accounting in liaison with our external payroll bureau.
- Perform monthly bank and control account reconciliations.
- Assist in the preparation of the year-end financial statements.
- Follow Mermaids' financial policies and procedures as set out in the Finance Manual demonstrating effectiveness and ongoing monitoring.
- Assist the Finance Director in strategic financial issues and supporting the Board and Finance Committee.

General Responsibilities

- Conduct the duties of the job description in accordance with the operational policies of Mermaids, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with Finance Team members, staff, volunteers and other stakeholders.
- Manage own time effectively and ensure attention to detail at all times.
- Undertake any other reasonable duties as may be required.

This is an outline role description and may be subject to change in consultation with the post holder. Some of the day-to-day responsibilities will be delegated to the Finance Officer.

Person Specification

Finance Manager

You should be able to demonstrate that you meet the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

I = Interview

QUALIFICATIONS & RELEVANT EXPERIENCE, KNOWLEDGE & SKILLS		
D	Recognised accounting qualification or part qualified.	A/I
E	Experience of using computer accounting systems such as QuickBooks or SAGE.	A/I
D	Knowledge of Charity Finance issues and reporting requirements.	A/I
E	Excellent verbal and written communication skills.	A/I
E	Excellent Excel skills including producing reports and analysing data.	A/I
E	Good partnership working skills, building trust and acting as a representative.	A/I

E	Excellent time management and organisational skills.	A/I
E	Experience of producing reports for senior management and stakeholders.	A/I
E	Strong team player with excellent interpersonal skills, able to relate appropriately to a wide range of people.	A/I
E	Supporting others to succeed in line with Mermaids' aims and objectives.	A/I
E	A good understanding of diversity, inclusion, and equality issues – knowledge of transgender or gender diversity issues would be particularly welcome.	A/I
E	Commitment to the aims and objectives of Mermaids.	A/I
D	Previous line management experience.	A/I

Key terms

Place of Work: Suite 4 Tarn House, 77 The High Street, Yeadon, Leeds, LS19 7PP with the option of remote and flexible working.

Working Week: This is a permanent full-time position of 35 hours per week. Mermaids' normal operating hours are Monday to Friday, 9.30am to 5.30pm.

Time off in lieu will be given.

Salary: £30,000 to £35,000 per annum dependent upon experience.

Annual Leave: The full-time core holiday entitlement is 25 working days per year plus 8 Public Holidays.

Pension: Mermaids will contribute 6% of salary to the Mermaids pension scheme, 2% will be automatically taken from your salary as the employee contribution.

Probation & notice: The post is subject to a six-month probationary period. During this period, you will be entitled to receive, and are required to give, at least one weeks' notice of termination, which must be in writing. After successful completion of your probationary period you are entitled to receive, and are required to give, one months' notice of termination, which must be in writing.

Due to the nature of this role, the successful applicant will be required to pass a Disclosure and Barring Service (criminal records) check.

The selection process

How to apply

Send your completed application form, signed privacy notice and CV to recruit@mermaidsuk.org.uk with FINANCE MANAGER in the subject title.

Please include hyperlinks in the letter to relevant material and add all social media accounts to the body of the email.

Deadline for applications: The final day for applications to be sent to us is 20 June 2022. Please

note that the charity reserves the right to offer the position to an individual before the deadline has lapsed, so we would recommend that you do not wait for the deadline to apply if you are interested in this role.

Interview dates: Initial interviews will take place by phone, second stage interviews will rely on the latest situation regarding COVID-19 controls.

Start date for the role: subject to when you can start.

Due to the high volume of applications that Mermaids receives per position we are unable to provide feedback on individual applications or answer questions from applicants. If applicants have not been contacted by the end of June 2022 then they should assume their application has not been successful on this occasion.

Safeguarding

Mermaids is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and this is a responsibility that is shared by all members of staff and volunteers across the Charity. The successful candidate will be subject to reference requests, safer recruitment checks and will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check.

Data Collection and Protection

We treat personal data collected during the recruitment process in accordance with our [data protection policy](#). Information about how your data is used and the basis for processing your data is provided in our [job applicant privacy notice](#).