

CAREERS AT TLG

**TLG** transforming  
lives for good



# Finance Manager

JOB DESCRIPTION



# we are **transforming lives for good**

**Transforming Lives for Good (TLG)** is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16-24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- One million children are living in destitution - the most severe form of poverty (JRF 2023)

## **But there is hope.**

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!



# TLG's culture & values

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisations to Work for.

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for staff
- Generous holidays and flexible working arrangements
- Above and beyond recognition for high-performing staff
- Support for staff with counselling and coaching
- Contributions towards training and professional qualifications.

## Our Values

Holding to these values is vital in all aspects of our growth.

- **Greater Transformation**  
Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- **Relational Leadership**  
Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous.
- **Local Church**  
Celebrating the Church, grace and patience in partnership, and rooted in the local church community.
- **Excellence Every Day**  
Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us.
- **Vibrant Faith**  
Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job.



# Finance Manager

<b>Location:</b>	Hybrid – TLG's National Support Centre, West Yorkshire (minimum 40% office-based including Tuesdays; 60% during probation)
<b>Salary:</b>	£31,443.20 – £39,304 (£39,304 FTE), dependent on hours
<b>Hours:</b>	30 – 37.5 hours per week (0.8 – 1 FTE)
<b>Reporting to:</b>	Director of Finance
<b>Contract:</b>	Permanent

## Job Role:

At TLG, we're passionate about building an exceptional staff team that's committed to making a real difference in the lives of struggling children across the UK. We're always on the lookout for great people to journey with us towards our vision, and we're excited to offer a unique opportunity for a motivated and passionate individual to join our team as Finance Manager.

The Finance Manager will take responsibility for the charity's day-to-day financial operations, ensuring robust financial controls, accurate and timely reporting, and providing clear financial insight to support strategic decision-making. This is a key leadership role within the finance team, working closely with the Director of Finance to maintain the organisation's financial health and compliance.

As a qualified accountant, the postholder will lead a professional finance function that delivers expertise across budgeting, forecasting, and financial analysis. They will oversee financial systems and processes, ensuring efficiency, accuracy, and adherence to regulatory requirements. The Finance Manager will play a critical role in safeguarding the organisation's financial sustainability and supporting its mission-driven growth.

Beyond core financial management, the Finance Manager will play a pivotal role in wider organisational development, including supporting TLG's commercial subsidiaries: Hope Park Business Centres and Hope Park Workspaces (Salford Quays). This includes providing financial oversight, analysis, and advice to enable these ventures to thrive and generate income that supports the charity's work.

### Job Tasks:

#### Financial Management & Reporting

- Lead on preparation of monthly management accounts, forecasts, and variance analysis for TLG's Core Team (directors) and department heads.
- Oversee the annual budgeting process, working closely with budget holders.
- Ensure accurate, timely production of year-end statutory accounts in compliance with Charity SORP (FRS 102).
- Liaise with external auditors and manage the annual audit process.
- Maintain financial policies, procedures, and internal controls.

#### Budgeting & Planning

- Manage the annual budgeting process in collaboration with the Core Team and other budget holders.
- Monitor and report on financial performance against budget, highlighting risks and opportunities.
- Develop financial models to support long-term planning and scenario analysis.

#### Governance & Compliance

- Ensure compliance with Charity SORP, company tax requirements (e.g. VAT), and regulatory requirements (including, but not limited to the Charity Commission, HMRC, and Companies House).
- Support the Finance & Audit Sub-Committee and Board of Trustees with high-quality reporting and insight.
- Keep abreast of changes in accounting standards, charity finance regulations, and best practice.

#### Systems & Processes

- Check payroll (in conjunction with the People & Culture team), pensions, and expense processing, ensuring compliance with relevant legislation. Consider and evaluate possible in-house payroll provision.
- Manage the finance systems (e.g. Xero, Sage, or equivalent) and drive continuous improvements in processes.
- Liaise with leaders in the organisation to set up new processes and procedures around TLG's new programme innovations.
- Ensure timely submission of VAT, Gift Aid, and other statutory returns.

### Financial Leadership

- Communicate with budget holders across departments.
- Hold face-to-face annual Head of Department meetings.
- New partners/projects: create budgets, communicate with relevant parties, develop systems for new programmes.
- Induction: train new managers & Heads of Departments on TLG's financial systems and processes.

### Additional Responsibilities:

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Attend TLG's Staff Conference twice a year. This includes active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG programmes.
- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.
- Take on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"><li>• A relevant accountancy qualification e.g. ACA, ACCA, CIMA.</li><li>• Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C (9-4) or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• A First degree in any discipline.</li></ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"><li>• Excellent IT skills, with advanced Excel skills and knowledge of cloud-based accounting systems (ideally Xero or equivalent).</li><li>• Strong interpersonal skills with the ability to communicate financial information clearly to non-financial colleagues.</li><li>• Ability to manage multiple priorities and meet deadlines.</li><li>• Ability to lead and influence across all levels within and outside the organisation to the right outcomes.</li><li>• Ability to respond to changing priorities and financial landscapes.</li><li>• Strong knowledge of Charities SORP and restricted/unrestricted fund accounting.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of charity VAT, tax, and Gift Aid.</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>• Significant experience in financial management within a charity, not-for-profit, or complex organisation (£3m+ turnover).</li><li>• Proven experience of preparing management accounts, budgets, and statutory financial statements.</li><li>• Experience of managing or supervising finance staff.</li></ul>	<ul style="list-style-type: none"><li>• Demonstrable experience of leading a high-performance finance team.</li><li>• Experience of working with grant funders and contract funding.</li><li>• Commitment to the values and mission of the charity sector.</li></ul>

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
CHRISTIAN LIFESTYLE	<ul style="list-style-type: none"><li>• Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG.</li><li>• Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li><li>• Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities.</li><li>• To be an active part of a church family.</li></ul>	
ADDITIONAL	<ul style="list-style-type: none"><li>• Provide 3 referees. At least one referee needs to represent Christian commitment and be able to comment on your faith and growth as a Christian. References will be taken up after final interviews.</li><li>• Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.</li><li>• Live within a reasonable travelling distance.</li></ul>	





# Application process

Apply today through our website:

[www.tlg.org.uk/careers](http://www.tlg.org.uk/careers)

- After clicking 'Apply', you'll be taken to an online application form. This will include uploading a personal statement explaining how you meet the criteria outlined in the job description for this role and your motivation for applying. There will also be some questions exploring how your faith relates to your working life, and an option to upload a CV later in the form.
- After the closing date, we'll be in touch via email. If you've been shortlisted for the role, you will receive an invitation for a short initial interview which will be held online.
- If successful following your initial interview, we'll then invite you to a final interview in person at our National Support Centre in West Yorkshire.

*You can find the closing and interview dates in the role's advert on our website.*

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

## Having trouble with your application?

If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) and someone will get back to you as soon as possible.

***Note:** If you're having trouble, please check Website Tracking and Third-Party Cookies are enabled, and you have updated to the latest version of your browser and device software.*