



Recruitment Pack

Finance Manager

Finance Manager

Contract

Flexible & Hybrid, Part-Time or Full-Time
Edinburgh (hybrid)

Salary

£32,000 to £36,000 per annum.

How to apply

Send your CV plus a cover letter to:

caroline.wylie@thechallengesgroup.com

If you'd like an informal chat about the role with our COO, please contact us using the email above.

Equity, Diversity & Inclusion

Challenges Group welcomes applicants from all backgrounds. We are dedicated to greater diversity and inclusion within our own organisation and strive to provide equal opportunities to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications and abilities.

Employment eligibility

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

**Closing date
26th October 2025**

Recruitment Process

Application 1

Applications open and accepted by email. Send us your CV and cover letter.

Candidate Sifting 2

Depending on the volume of applicants, we expect sifting to take 2 weeks.

Invitation for interview 3

We will contact selected candidates by email inviting them to an interview which consists of a case study and some questions. Specifics around the case study will be detailed in the invitation email. We appreciate the time it takes to apply for roles, and endeavour to notify candidates who have not been successful.

Interview 4

We prefer to hold interviews in person at our office on 5-7 Montgomery Street Lane, Edinburgh. However, if you need any specific adjustments or require a different format, please let us know and we will do our best to accommodate. Interviews will last approximately 1 hour. The interview panel consists of the hiring manager, and an additional manager.

Selection 5

The successful candidate will be notified as soon as possible after the interview. This will be followed by a request to contact references and a draft contract.

Job Description

We are seeking a proactive and detail-driven Finance Manager to work as part of our team to provide comprehensive bookkeeping services for new and developing purpose-led enterprises.

Roles & Responsibilities

- Ensure accurate recording of orders and invoices and facilitate timely payments.
- Manage banking services and generate reports to prevent bank fraud.
- Protect operational assets, including cash handling, through robust internal controls and auditing.
- Generate timely invoices and ensure prompt payment follow-up.
- Maintain accurate accounting records in Xero, supported by referenced digital documentation.
- Prepare monthly payroll and pension information on Xero for accurate and timely staff payments.
- Prepare quarterly VAT returns.
- Ensure proper authorisation and payment of expenses.
- Prepare monthly budget and forecasting reports.
- Oversee cash-flow management.
- Generate financial reports as needed.
- Prepare annual accounting information.
- Assist with ad-hoc finance queries.

Skills, Experience and Competencies

Essential:

- 2+ years experience in a bookkeeping or financial management role.
- A book-keeping or accounting part or full qualification.
- Strong numeracy skills (Higher Mathematics or equivalent).
- High proficiency in Microsoft Excel.
- Excellent communication skills
- Excellent time management and organisation skills

Desirable:

- University degree.
- Experience with Xero accounting software or similar platforms.
- Knowledge of Stripe, Dext and other related software.

Who we are

We are an international enterprise development organisation that delivers innovative solutions to global challenges

We have had the privilege of partnering with enterprise ecosystem support organisations across 78 countries. Our team operate across seven countries: Ghana, Malawi, Rwanda, Uganda, Tanzania, the UK, and Zambia

Through working directly onsite with over 5,000 individual enterprises, our approach to enterprise support is rooted in tried and tested methodologies and our culture, then refined by 25 years of application.

An innovative mindset underpins everything we do at Challenges Group. From our experience, we believe that real performance improvement is unlocked when there is an understanding of the business model and its delivery, the people, and the ecosystem. Then, to add value, Challenges Group must bring an innovation mindset to plan and support transformation.

Our History

We have been operating globally for 25 years across four continents. Since 1999, we have provided over 200,000 onsite consulting days, delivered £30 million in debt and equity financing, and supported more than 4,000 social businesses in 78 countries.

Our values



WE'RE DRIVEN BY IMPACT

We are passionate about creating sustainable impact. We want to support enterprises so that they're better able to tackle big global challenges.



WE LOVE TO COLLABORATE

We think the best solutions arrive when we collaborate – with colleagues, with enterprises, and with partners. Collaboration brings new ideas and different perspectives, which means better solutions.



WE FIND A WAY

We love problem solving. We interrogate an issue. We will understand the wider context and explore all possible options, and often bring solutions that weren't immediately obvious.



WE THRIVE ON INNOVATION

For us, innovation is a state of mind, not just a tool. We are inherently curious and we challenge existing approaches; adapting ideas and models to apply them in new contexts allows us to maximise impact.

Why, what, how?



OUR PURPOSE

We exist to maximise enterprises' potential, so they can deliver extraordinary impact.



OUR VISION

A world whose biggest challenges are being tackled by enterprises creating extraordinary impact.



THE PROBLEM WE'RE TACKLING

Many enterprises do not perform at their fullest potential and may lack the capacity to operate better, thereby limiting their impact on global challenges.



OUR MISSION

Our mission is to help deliver better solutions to global challenges by improving the performance of enterprises.

Employment Package



HOLIDAY ENTITLEMENT

The holiday entitlement for full-time staff is 28 working days per year, inclusive of 8 public holidays. Staff receive an additional 4 days leave during the December festive break. Part-time staff receive a pro-rated entitlement.



OTHER BENEFITS

Auto-enrolment to the staff pension scheme with People's Pension, and professional development courses through the Chartered Management Institute (CMI) as well as support for book keeping and accounting qualifications.



FLEXIBLE WORKING

Staff generally work office hours – most staff adopt 'hybrid' working, but we encourage at least one day per week in the office. This role will allow you to tailor your schedule to fit personal commitments while contributing to our team's success.



CYCLE TO WORK SCHEME

Challenges offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.



**Challenges
Group**

Contact us



<https://www.thechallengesgroup.com>



info@thechallengesgroup.com

**GHANA | MALAWI | RWANDA | TANZANIA
UGANDA | UK | ZAMBIA**

5-7 Montgomery Street Lane, Edinburgh EH7 5JT
United Kingdom