

Harbour House:  
Finance Manager –  
Recruitment Pack  
2025



**Finance Manager, Harbour House Trust, Kingsbridge**

£40K pro rata, part time (0.4), flexible working to be decided on appointment

**Overview:**

Harbour House is a contemporary art and wellbeing centre in Kingsbridge, South Devon. Our mission is simple: to enrich the lives of the people of our town and surrounding communities through art, creativity, and wellbeing practices. We achieve this through an inspiring and inclusive programme of exhibitions, performances and educational activities that invite everyone to participate. We also provide flexible spaces dedicated to mindfulness, movement and yoga. Join us as we explore, create, move and thrive together.

Annual Leave allowance 25 days plus bank holidays pro rata

Pension – we offer the opportunity to take up a pension with The People's Pension based on a generous sliding scale of contributions, which meet auto enrolment contributions

Based at Harbour House and in the Kingsbridge community

Responsible to: Director, Harbour House and CEO, Harbour House Trust

Responsible for: Financial operational responsibility for Harbour House Trust in partnership with the Director, Harbour House and CEO, Harbour House Trust. Responsibility for managing the Harbour House Trust's Bookkeeper.

Notice Period: 8 Weeks

## Key Functions:

As Finance Manager you'll work closely with the Director, to lead on the development, management, control and planning of the use of Harbour House Trusts finances, assets and resources, ensuring compliance with charitable best practice.

You'll provide sound advice on financial matters to the Director, Board of Trustees and other management colleagues and lead on the operational elements of Finance across the organisation.

## Key Areas of Responsibility:

- Support the Director with budgeting and business planning as required.
- Manage effective systems to monitor Finance KPIs, identifying improvements and efficiencies.
- Line manage the work of the Bookkeeper to ensure accuracy of financial records.
- Prepare monthly management accounts, returns, cash flow forecasts, records and other financial information for management, Board of Trustees, funders and other relevant external bodies.
- Manage the financial performance of the company through regular reviews against progress and, working closely with the Director, any necessary course corrections.
- Ensure appropriate risk management and financial controls are embedded throughout the charity at strategic and operational levels.
- Prepare the annual budgets and forecasts and quarterly re-forecasts
- Prepare the draft annual accounts and liaise with the Director for completion of the Trustees Report for submission to the auditors and preparation of the full statutory accounts.
- Plan and oversee appropriate financial strategies to deal with such things as debt management, cash flow, borrowing, capitalisation, risk management, etc.
- Ensure the charity is aware of its accountability to its stakeholders and that all relationships are managed, monitored and considered in the development of the charity.
- Oversee the preparation of monthly payroll figures prior to submission.
- Ensure that month and year-end procedures are followed correctly.
- Oversee the annual audit to ensure that appropriate financial policies and controls are in place, ensuring compliance with appropriate regulations and good practice and lead on the relationship with the auditors.

- Ensure that HH meets statutory responsibilities regarding such things as SSP, PAYE, VAT, Companies Act, Data Protection Act.
- Act as Company Secretary.
- Support relationships with funders and ensure grants are accounted for in terms outlined in grant agreements.
- Manage banking and prepare and submit Gift Aid claims.
- Support staff with their financial queries and provide appropriate guidance.
- Lead on financial aspects of project and grant proposals.
- Ensure financial policies and procedures are up to date.
- Ensure appropriate backups of financial information are kept.
- Ensure that Data Protection legislation is adhered to.
- Lead on financial aspects for any programmes of capital redevelopment.
- Undertake any training as required.
- Support the values and aims of Harbour House Trust and work in accordance with the organisation's policies and procedures.
- A commitment to supporting Harbour House Trust's aim to foster a diverse and inclusive workplace where all individuals feel valued and respected, regardless of their background, experience, or identity.
- Any additional responsibilities as required.

### Essential Criteria:

- Demonstrable experience of preparing detailed management accounts.
- Experience of cash flow management and forecasting.
- Qualified (or part-qualified) accountant with strong finance management experience.
- Highly organised, detail-oriented and efficient.
- Fully conversant with accounting procedures legislation and an understanding of charity SORP.
- Track record of working with tight budgets.
- Payroll, PAYE and pensions policies, processes and legislation.
- Ability to analyse financial information and present this in a suitable format for the audience.
- Ability to meet deadlines.
- IT literate with an emphasis on financial systems, spreadsheets, Xero Quickbooks or SAGE and Excel.
- Self-motivated and disciplined; able to work individually and as part of a team.

**Desirable:**

- Previous experience of working in a charity.
- Previous line management experience.

Please apply with CV, covering letter and two referees to  
[recruitment@harbourhouse.org.uk](mailto:recruitment@harbourhouse.org.uk)

Closing date: 22 June 2025

Potential interview date: 3 July 2025

Harbour House Trust  
Registered Charity number: 1178282

Registered office address:

Harbour House  
The Promenade  
Kingsbridge  
Devon  
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