

Recruitment Pack



Finance and Business Manager

Help transform the lives of Burns Survivors

Hello

The Katie Piper Foundation is a small, national charity founded in 2009 by Katie Piper, a burns survivor. We exist to provide rehabilitation to survivors of life-altering burns and traumatic scarring. Our primary mission is to enhance the quality of life for survivors, helping them rebuild their lives by addressing physical, mental and emotional needs through a comprehensive, clinically led package of rehabilitation and support. We are the only charity in the UK providing a comprehensive burns rehabilitation pathway, giving long-term support to a survivor after their discharge from NHS acute care

The Katie Piper Foundation is a very special place to work. We are now looking for someone special to join our small but mighty team as our Finance and Business Manager.

This is a new role and is crucial to the development of the charity over the next 3 years. The work we do is fantastic, led by a strong clinical team; and we have an amazing fundraising and communications team driving income to enable our services to happen – but our infrastructure needs to be strengthened and improved, which is where this role will be vital. The job will be very varied and may evolve as the role develops. You will be responsible for the management of all the finances in the charity, working closely with the CEO to manage our money as efficiently as possible, report to the board as needed and ensure all processes and procedures are fit for purpose. This is not just a finance role though, you will also help to improve systems across the charity from IT to risk management and policy review to data. You will also work with the team to help us tell our story better, ensuring our impact is measured and reported on well.

You will be part of a small but talented team full of passion for this life-transforming cause, bringing your expertise to enable us all to do our jobs better.

We are looking for an experienced and talented finance and business manager who can join us on the next stage of our journey to support burns survivors, helping us make the changes we need to grow, . If you think that is you, you are up for a challenge and are not afraid of leading change, we would love to hear from you!

If you have any questions or would like an informal chat about the role and working at the Katie Piper Foundation please feel free to contact me at kate@katiepiperfoundation.org.uk or 07904 143894

Thank you and Best wishes



Kate Naish. CEO



Job Description

Job Title: Finance and Business Support Manager

Location: Home-Based (Remote)

Hours: c. 28 hours per week (Flexible working options can be discussed)

Salary: FTE (35 Hours) £40,000 per annum- £32,000 pro rate for 28 hrs

Reports to: Chief Executive Officer (CEO)

Travel Requirements: Occasional travel may be required

Benefits:

- Holidays: 28 annual leave days a year plus bank holidays (pro rata if part-time)
- Pension: 3% contribution.
- Enhanced maternity and paternity leave
- Annual pay review
- Flexibility: Committed to flexible working across the team, for whatever reason
- Wellbeing: Time and space available for wellbeing with the team and individually.
- Covering costs: Travel covered for home-based roles.
- Work laptop, work phone and basic home office set-up provided.
- Learning & development: Continuing Professional Development and information, training and general development.

About Us:

The Katie Piper Foundation exists to support survivors of life-altering burns and scars. We provide personalised rehabilitation such as psychotherapy, physiotherapy, scar treatment and a range of holistic therapies centred around each survivor's needs and goals.

Job Overview

We are seeking an experienced and highly motivated **Finance and Business Support Manager** to join our team. In this key role, you will oversee and manage the charity's financial operations, business support functions, and related administrative processes. You will work closely with senior management and the Board of Trustees to ensure financial health, operational efficiency, and compliance across the organisation. This role requires a strong knowledge of charity sector finance, excellent organisational skills, and the ability to manage multiple priorities in a fully remote environment.

This is a new role which will play an important part in creating an improved infrastructure within the charity and establishing new ways of working, so experience in change management and implementing new processes and systems is welcome. We are a small team with big ambitions. You will need to fit in quickly and work across the team to add value and improve the way we work.

Key Responsibilities

Financial Management & Reporting

- Prepare and manage **monthly management accounts** and detailed financial reports, ensuring accuracy and timely delivery to the CEO and Trustees.
- Lead the **budgeting and forecasting** process, working with internal stakeholders to align financial plans with strategic goals and ensuring the charity's financial sustainability.
- Oversee **financial coding** to ensure all transactions are accurately categorised and reported.
- Manage **restricted income**, ensuring funds are tracked, reported, and used in accordance with donor restrictions.
- Complete **invoicing and payments** processes, ensuring that all financial transactions are carried out efficiently and accurately.
- Oversee **bank account management**, ensuring that all financial operations, including payments, transfers, and reconciliations, are completed on time and accurately.
- Ensure compliance with **HMRC regulations**, including overseeing **Gift Aid, PAYE**, and other tax-related matters.
- Administer the **payroll** system, ensuring employees are paid correctly and on time, and manage all related employee deductions.

System and Process Management

- Manage and ensure the effective operation of the charity's **finance system** (currently QuickBooks), ensuring that financial data is accurate, accessible, and up-to-date.
- Administer and maintain the **HR system** (currently Breathe HR), managing employee records, time off, and other HR-related functions to support a smooth remote working environment.
- Ensure **data management** best practices are followed, maintaining accurate records and ensuring the integrity of financial, HR, and operational data across the charity.

HR & Business Administration

- Provide **HR administrative support**, including assisting with recruitment, onboarding, employee benefits, training, and performance management as necessary.
- Lead the **policy management** function for business policies, ensuring regular review and compliance with charity and sector-specific regulations in areas such as **Finance, HR, and IT**.

IT & Cybersecurity Management

- Oversee **IT systems** and ensure all technology (software, systems, hardware) is operational, accessible, and aligned with the needs of a fully remote team.
- Implement and maintain effective **cybersecurity** protocols to protect against data breaches and ensure that all systems are safe from external threats.
- Manage the **procurement and maintenance of equipment**, including laptops, software, and other hardware necessary for the remote workforce.

Reporting & Impact Analysis

- Provide **data analysis** and detailed **impact reporting**, helping the charity understand its financial and operational performance while demonstrating the effectiveness of its programmes.

- Prepare reports for the **Board of Trustees** on financial performance, business operations, and key metrics, offering insights and recommendations for continuous improvement.

Insurance and Risk Management

- Oversee the charity's **insurance policies**, ensuring appropriate coverage is in place and managing claims when required.
- Assist in identifying and mitigating financial and operational risks to protect the organisation's assets and reputation.

Person Specification

Essential:

- Proven experience in a finance or business support role, ideally within the charity sector.
- Strong knowledge of charity accounting and financial reporting requirements, including SORP (Statement of Recommended Practice).
- Experience in budgeting, forecasting, and financial management.
- Familiarity with restricted income management and donor reporting.
- Proficient in the use of finance software (QuickBooks or similar) and Microsoft Office, especially Excel.
- Understanding of HMRC compliance (Gift Aid, PAYE) and payroll systems.
- Highly organised and self-motivated, with the ability to manage multiple priorities and deadlines
- Comfortable in working effectively from home in a remote role.
- Creative problem-solver with a proactive, can-do attitude.
- Strong written and verbal communication skills, with the ability to communicate complex financial information to non-finance colleagues.
- Ability to work autonomously and as part of a fully remote team.

Desirable:

- Experience working in a small charity or not-for-profit environment.
- Formal finance qualification (AAT, ACCA, CIMA, etc.) is desirable but not essential.
- Experience with cybersecurity protocols and remote working tools for IT management.
- Experience in administration and policy management.

Working at the Katie Piper Foundation

- **Remote Working:** We are a fully remote team and offer flexible working options to support work-life balance.
- **Impactful Work:** This is a key role in ensuring the charity operates effectively and sustainably, allowing us to continue supporting people affected by burns and injuries.
- **Supportive Environment:** As a small charity, we foster a collaborative and inclusive environment where every team member's contribution is valued.

How to Apply

How to Apply:

To apply, please send your CV and a cover letter ensuring you answer the following questions and detailing your suitability for the role to hello@katiepiperfoundation.org.uk. Please mark the subject line **Application**

- **What has drawn your attention to the Katie Piper Foundation and why are you applying?**
- **How do you think your skills, experience, and knowledge will add value to the ambitions of the organisation?**
- **How do you meet the person specification identified in the role profile?**

Any application without a supporting cover letter will not be considered. ***Whilst we recognise and celebrate the growing use of AI, we want an application from you, not ChatGPT, so encourage you to craft your supporting cover letter personally—let your unique personality and experience shine through!***

We are committed to diversity and inclusion and encourage applications from people of all backgrounds and experiences. If you need any support or adjustments in the application process please get in touch.

Closing date: **Monday 18th May**

Interviews: **w/c 1st June**