



THE
FLORRIE

FINANCE OFFICER

Job information
pack



ABOUT THE FLORRIE

The Florrie is a mixed-use community centre which has been at the heart of Liverpool for over 130 years. Our stunning Grade II listed Victorian community arts and heritage venue serves as a social, cultural, educational, and charitable hub for the people of South Liverpool.

Our amazing space hosts activities for people of all ages, including musical and cultural events and exhibitions throughout the year. For example, Florrie Radio showcases music from across Liverpool and Merseyside, and we provide food support through The Florrie Community Shop and Cafe. Additionally, we have versatile event spaces available for hire and offer fully inclusive workspaces for small local businesses and charities.

“Within these wonderful spaces we directly deliver a wide range of activities, events and services to the local community and act as a venue for cultural, musical and commercial events.”



FINANCE OFFICER

ROLE DETAILS

Job Title	Finance Officer
Salary	30,000 pa
Hours	Full-time, 35 hours per week Flexible working options available
Reports to	Chief Operating Officer
Contract type	Permanent

Are you a highly organised and reliable finance professional? Do you have experience in the charity sector and a passion for making a difference? If so, we'd love to hear from you!

The Florrie has an exciting opportunity for a Finance Officer to join our team and keep strong finances at the heart of everything we do. With a refreshed structure and big plans for the future, we're looking for someone who can manage day-to-day finances and support the long-term sustainability of both our charity and commercial work.

KEY RESPONSIBILITIES

Day-to-day financial operations

- Overseeing all aspects of financial processes, maintaining strong internal procedures, and ensuring smooth day-to-day operations.
- Keeping accurate financial records for both our charity and trading activities.
- Handling employee payroll information and coordinating payments to HMRC.
- Managing financial transactions, issuing invoices, processing payments, and maintaining financial records in our new accounting system.
- Overseeing VAT payments, Gift Aid recording, and bank payments in collaboration with the Chief Operations Manager.
- Closely monitoring expenditure across all projects to ensure financial efficiency.
- Assisting in the preparation of statutory financial accounts and organisational financial reporting.
- Leading the preparation and management of the charity's annual budget, ensuring financial targets are met throughout the year.
- Reviewing budgets against actual spending and providing clear, insightful financial reports to the CEO and Trustees.
- Providing expert advice on financial risks and overseeing all contractual agreements and financial obligations.
- Ensuring compliance with governance requirements and best financial practices.
- Managing bank reconciliations alongside the Chief Executive and Chief Operations Manager.
- Overseeing petty cash management and ensuring financial policies are adhered to.

Financial planning and strategy

- Working alongside the CEO and Board of Trustees to shape the charity's strategic direction through detailed budget planning for all charitable and commercial activities.
- Developing and implementing finance-related policies, systems, and internal controls.
- Supporting Trustees in understanding the charity's financial performance and governance responsibilities.

Fundraising and grant management

- Setting and managing budgets for fundraising activities, including grant applications and donor campaigns.
- Supporting event fundraising efforts with accurate financial planning and oversight.
- Establishing and managing digital fundraising platforms such as GoFundMe.
- Assisting the CEO in preparing financial reports and claims for funders.

ESSENTIAL REQUIREMENTS

We're looking for a financial professional who is:

- A fully qualified accountant, experience in the third sector/charity organisations is a bonus
- A clear and confident communicator who can present financial information to the Board and external partners.
- Skilled in budget planning, financial strategy, and operational finance management.
- Passionate about supporting a charitable mission and helping a historic organisation thrive.



WHY JOIN OUR TEAM AT THE FLORRIE?

The Florrie is a much-loved community hub with a proud history. When you join our team, you'll be part of a passionate, down-to-earth team that values collaboration, creativity, and community.

- Pension scheme
- Discount in our on-site cafe
- On-site parking
- Development and training
- Access to free wellbeing activities such as yoga, keep fit, walking group, gardening

If you're ready to take on a meaningful role where your skills will make a difference, apply today!

HOW TO APPLY

Applications to be submitted via Indeed or Charity Jobs. All candidates must have existing permission to work in the UK.

The Florrie is an equal opportunity employer. Our mission is to welcome everyone and create inclusive teams. We celebrate differences and encourage everyone to join us and be themselves at work. Our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act. We are an employer that values lived experience at all levels of our organisation.





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