



<b>Job Title:</b>	Finance Manager (Part-Time)
<b>Salary:</b>	£45 - £50k (pro rata)
<b>Start Date:</b>	ASAP
<b>Reports to:</b>	Head of Operations
<b>Number of reports:</b>	None currently
<b>Location:</b>	London, Euston. (minimum 2 days/week in office)
<b>Work Pattern:</b>	<b>3 days per week (must include Tuesday and Wednesday)</b>
<b>Contract:</b>	12-month Fixed Term Contract

## INTRODUCING OKRE

[OKRE](#) is a small, growing charity organisation that believes entertainment can spark new conversations and shift public perceptions. We work at the intersection of entertainment, research, lived experience and social impact, helping stories rooted in real-world issues resonate with audiences.

We support:

- **Creatives, Commissioners and Producers** – providing funding, insight, and expertise to inform socially conscious storytelling
- **Academic Researchers and Charities** – helping them collaborate with the entertainment industry to bring complex ideas and underrepresented stories to life.
- **Entertainment Industry and Change Makers** – generating thought leadership, sharing best practice, and measuring impact on audiences

## ROLE PURPOSE

At OKRE we're entering an exciting new phase of growth, and this new Finance Manager role offers the chance to shape the organisation's foundations and culture as we expand. This role is designed to complement the back-office accounting support we receive from our external accountants, with whom you will be in close collaboration.

Reporting to the Head of Operations, you'll be the organisation's main internal point of contact for all finance queries. You'll ensure day-to-day processes run smoothly, build, formalise and strengthen systems, and provide reliable financial information for planning and decision making across the organisation.



As we develop our financial systems and strengthen our internal processes, this role will be central to shaping how finance operates across OKRE. You'll help build clear, practical frameworks for financial management, support the annual planning cycle, and ensure we have the right controls, tools, and partnerships in place as we grow. From improving day-to-day processes to guiding the development of key policies, you'll play a foundational role in ensuring OKRE's financial operations are robust, compliant and ready for the next stage of our development.

## **KEY RESPONSIBILITIES**

### **Financial Planning, Analysis & Reporting**

- Prepare organisational budgets and forecasts, working closely with budget holders and the Head of Operations.
- Monitor income streams, including grants, donations, and earned income.
- Produce internal reports, variance analysis, and cashflow forecasts to track financial performance for the Senior Leadership Team and Board.
- Perform benchmarking and value-for-money analysis. Assist with setting pricing strategies, including cost analysis and profitability assessments.
- Prepare and support grant reporting, including ongoing fund accounting, working closely with programme leads and external partners to ensure timely and compliant submissions.

### **Financial Operations & Controls**

- Act as the main internal point of contact for finance queries.
- Handle in-house finance tasks, including management of the sales ledger (raising and processing invoices), and purchase ledger.
- Liaising with external advisors on Payroll
- Maintain and improve financial systems, tools and templates to support efficient day-to-day financial operations.
- Draft and maintain finance policies, procedures and workflow documentation, including delegations and controls for review and approval.
- Oversee the grantmaking portfolio, maintain accurate records, monitor payment schedules, and ensure compliance with internal policies.

### **Risk and Compliance**

- Work closely with external accountants to ensure internal financial information is complete, accurate, and compliant with Charity SORP.
- Support audit preparation by maintaining accurate records and liaising with auditors as required.



- Support with organisational risk management, such as contributing to the risk register, long term financial planning, and going concern considerations.
- Prepare necessary returns to HMRC for matters such as VAT and Gift Aid, including maintaining supporting records and workings.

## PERSON SPECIFICATION

### *Essential*

- 5+ years' finance experience in charity, social enterprise or similar organisation or equivalent experience
- Demonstrable experience in a hands-on finance role with responsibility for maintaining financial systems and processes, as well as budgeting and internal financial reporting
- Excellent Excel skills, including building/adapting templates, dashboards, and basic financial models.
- Comfortable using cloud-based accounting software (e.g. Xero) and digital finance tools
- Strong numerical, analytical and organisational skills; able to manage competing priorities
- Ability to explain financial information clearly to non-finance colleagues
- Commercially minded and able to balance strong attention to detail with practical financial insight
- Understanding grant management processes, including fund tracking and donor reporting
- Qualified by exam or experience
- Interest in entertainment (TV, Film, Games, Social-First) and social impact

### *Desirable*

- ACCA, CIMA, or ACA qualified (full or part-qualified)
- Experience reporting directly to senior staff / Board Trustees
- Charity SORP knowledge
- Experience of managing VAT and gift aid

## HOW TO APPLY

To apply, please complete [this online form](#) where you will be asked to submit:

- Your **CV** (maximum 2 pages)
- Three questions on your experience in a finance role (maximum 200 – 300 words)

**Deadline: 10:00am Monday 22<sup>nd</sup> June 2026.**



We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**Note on AI:** We're looking to understand your unique skills, experiences, motivations and perspectives, and find that comes through best in your own voice.

## **BENEFITS**

- Inclusive, collaborative culture within a growing team passionate about entertainment and social impact
- Optional enrolment into OKRE's workplace pension scheme
- Free access to onsite Nuffield Gym (until December 2026)
- Employee Assistance Programme
- Access to subsidised menu of hot and cold food options (until December 2026)
- Great views over the city from our 6<sup>th</sup> floor central London office (until December 2026)
- We are currently based in the building that houses the Wellcome Collection, a museum and library connecting science, medicine, life and art (until December 2026)

## **DIVERSITY AND INCLUSION**

We are committed to improving our ways of working and finding ways to enable a more inclusive and accessible environment.

If you would like us to make adjustments during the application process, please contact us by emailing [officemanager@okre.org](mailto:officemanager@okre.org) with the subject line 'Finance Manager Application Process'.

## **FEEDBACK & PROCESS**

Our recruitment process involves application, shortlisting, assessment and interview, offer, references, onboarding.

We aim to invite shortlisted applicants to **interview w/c 29<sup>th</sup> June and w/c 6<sup>th</sup> July 2026**. Only candidates selected for interviews will receive feedback if requested.

Confirmation of themes/questions for interview and any guidance for assessment will be shared with short-listed candidates in advance.