

About the role

As a member of the Girlguiding London and South East England staff team, you will work closely with the trustee treasurer and region manager to ensure the effective and efficient operation of the finance function for the region.

Responsibilities

To undertake bookkeeping, monthly management reporting, financial reporting, work with the external auditors during their annual review and assist with the design/implementation of internal controls within the finance department. The exact tasks will vary and flexibility is key, but will include the following:

- Assist the trustee treasurer and region manager by preparing financial documents and other information as required for trustee, finance group, steering group and operations group meetings.
- Assist with the preparation of the annual budget. Undertake a forecast, assist budget holders, interrogate data, report and offer advice on results.
- Prepare timely and accurate quarterly management accounts, complete with analysis both qualitative and quantitative.
- Ensure the financial reporting statements are complete and accurate, reflecting a true and fair picture of the charity's position, including accruals, prepayments and payroll journals.
- Prepare the year end accounts for review by external auditors and for inclusion into the annual report.
- Work with staff and lead volunteers undertaking large-scale events such as international trips and region events to support their financial record keeping.
- Attend meetings with staff and volunteers online and in person, providing updates on tasks and deadlines as required, and actioning feedback or requests from

volunteers after meetings. Meetings involving volunteers may be take place outside of regular working hours, for which you will be given Time Off in Lieu (TOIL).

- Build and maintain a good working relationship with external stakeholders, including but not limited to the payroll company, pension provider, investment management company, auditors and banks.
- Work with internal stakeholders to provide support and guidance. Stakeholders comprise trustees, volunteers and staff.
- Monitor the finance email account and respond to queries in a professional and timely manner.
- Review, assess and (where appropriate) process grant applications from members and units in Girlguiding London and South East England.
- Ensure that designated and restricted funds are accurately accounted for.
- Maintain knowledge of current Girlguiding policies, resources and initiatives, and communicate in line with Girlguiding branding and tone of voice guidelines.
- Maintain a high level of confidentiality, storing and handling data and images in line with GDPR regulations, as well as Girlguiding and Girlguiding London and South East England data protection policies.
- Take initiative and work efficiently on your own and as part of the team to ensure that Girlguiding London and South East England's strategic priorities and relevant areas of the business plan are delivered on time.
- IT skills – you will need to apply your up-to-date knowledge and experience of using Quickbooks, Microsoft Excel, Word, Outlook and Teams. As part of this role, you are also likely to need to use Zoom, PowerPoint, SharePoint, Soldo, and the Girlguiding CRM database.
- The role may also require you to identify grant opportunities and/or alternative income streams.
- Carry out other duties not detailed above, as directed by the region manager.

Role specifications

Specifications	Scope	Requirement
Qualifications	CIMA, ACCA, ACA, AAT or other similar qualification. Part qualified and qualified by experience may be considered.	Essential
Experience	Bookkeeping	Essential
	Budgeting/forecasting	Essential
	Management accounting	Essential
	Financial reporting	Essential
	Working within a charity environment	Essential
	Payroll processing	Desirable
	Prior experience of volunteering or working with volunteers	Desirable
	Grant applications	Desirable
Skills and knowledge	Advanced Excel skills	Essential
	Excellent written and verbal communication	Essential

	Ability to work on own initiative	Essential
	Ability to organise own time/workload and achieve deadlines	Essential
	Ability to work as part of a small team	Essential
	Willingness to be flexible with working pattern	Essential
	A knowledge of Girlguiding and a commitment to its statement of purpose	Desirable
Values	Willingness to learn to use other software packages, for example QuickBooks, Zoom, PowerPoint, SharePoint, Soldo, and the Girlguiding CRM database	Essential
	Conscientious, reliable, flexible, and an eye for detail	Essential
	Passion for providing high-quality, accurate financial information in a timely manner	Essential
	Able to respect confidentiality	Essential
Disclosure check	Disclosure check – will be arranged after starting	Essential

Role dimensions

Reports to	Region Manager
Salary	£34,324 - £38,127 including London weighting, depending upon experience
Working Hours	28 hours per week. We are committed to ensuring that our staff have a good work-life balance and offer a flexible working environment
Location	Hybrid working, based at least two days per week at the Girlguiding London and South East England Region Office, 3 Jaggard Way, Wandsworth Common, London, SW12 8SG
Benefits	Volunteering leave (up to 5 days per year) Pension (you contribute 5% and we contribute 10%) Flexible working Life assurance Interest-free season ticket loan Cycle to work scheme Workplace assistance programme

How to apply:

Please email recruitment@girlguidinglaser.org.uk with your CV and a short statement on why you're interested and what you could bring to the role.

Closing date: Midnight on Wednesday 16 September 2026

Interview date: Monday 24 September, held in person at the region office in Wandsworth Common