



## Application Pack

<b>Role:</b>	Finance Manager
<b>Hours:</b>	2 days per week, term-time only plus 3 weeks
<b>Salary:</b>	£45,000 (0.4 FTE)
<b>Closing date:</b>	12 <sup>th</sup> December 2025
<b>Start date:</b>	January 2026
<b>Reports to:</b>	CEO

This job description is in Century Gothic size 11 font. Should you require this document to be sent in a larger size or the font changed, please contact 01264 554432 or email [hello@moreeducation.co.uk](mailto:hello@moreeducation.co.uk)



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## A little bit about us...

### The Charity

More Education was formed in 2021 and has three key areas; Education, Community and Outreach.

Koala Community Hub opened in August 2021, in response to the unprecedented need for support for our autistic and neurodivergent community. The Hub holds numerous peer groups and supports all age groups from toddlers to adults. For more information, visit our website [www.moreeducation.co.uk](http://www.moreeducation.co.uk).

Our Education branch opened in 2023 and now supports a large number of young people, across the country, with both Distance learning, a hybrid programme and 1:1 tutoring. More information about our provisions can be found here: <https://www.moreeducation.co.uk/altprovision> It is hoped that our full-time school will open in 2026/7.

We also seek to educate and inform wider society on autism and neurodivergence through training, support and guidance. Our three core aims at Koala are to:

**PROMOTE SOCIAL CONNECTION:** Decreasing the risk of mental health problems in individuals and increases longevity of life by up to 50%. However, many NDs report that there are often too many barriers to accessing support (both authority and organisation support).

**SUPPORT PHYSICAL HEALTH:** ND people often struggle with their mental health which, in turn, affects Executive Functioning (EF). EF impacts on our ability to carry out simple tasks like eating healthily and exercising. 83% of ND individuals report issues with EF. The ability to create connections reduces this.



**ENABLING:** Autistic and neurodivergent young people to truly find their place in the world and to develop their own community hub which will impact on future generations.

More information on how we support these goals can be found here:

<https://www.moreeducation.co.uk/koalasaims>



## Our ethos and values

Below you will find a link to our 'Core Values and Behaviours' document – this sets out what we expect from employees and how we pledge to treat all staff and volunteers. This is a very important document as it explains our culture as a charity. We advise reading this document BEFORE applying for a position with Koala: [Core Values and Behaviours Policy](#)

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## Message from the Trustees

Thank you for your interest in the role of Finance Manager. This is a truly exciting time to join the charity. Whatever you do here you will be supporting our work to achieve our mission and make positive change for autistic and neurodivergent children, young people and adults for generations to come.

This role will develop and grow within the organization and you will be a fundamental part of ensuring the charity's success.

We believe that Koala is a great place to work, and we are proud to have a culture that is welcoming, open, friendly and collaborative. Of course, we welcome applications from all sections of the community and we are committed to being a diverse and inclusive organisation.

Safeguarding is at the core of everything we do and our safeguarding and safer recruitment policies can be found here: <https://www.moreducation.co.uk/policies>

We believe that by working together we can solve some of the biggest challenges we face. Life is tough for so many right now. We know that by working together we can harness the creative energy and ideas that come from being able to think differently, out of the box thinking is encouraged here!

You'll be part of a team who are passionate about getting things right for everybody. People who recognise how important it is to look after each other, knowing that this enables us to work even better for the children and families we serve. Your colleagues will be some of the most amazing people you will work with. They are passionate, determined and super nurturing humans who know we can do things better and they are not shy in making sure they let us know how.

If you require any support to access our application process, please contact us and we will



support you however needed.

### **Board of Trustees**



## Role Description

### Finance Manager

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As Finance Manager, you'll oversee the day-to-day finance functions of the organisation, ensuring accuracy, efficiency, and compliance across all financial activities.

You'll be responsible for preparing and posting journals, reconciling accounts, producing draft management accounts, and managing monthly processes. You'll work closely with the SLT to strengthen financial systems and future proof for the opening of our full-time school.

This role is integral to the effective running of our organisation and offers the opportunity to develop leadership experience within a small but effective team.

### Key Responsibilities

- Manage all day-to-day finance functions and month-end processes.
- Prepare and post journals, reconciliations, and monthly draft management accounts.
- Maintain accurate records and ensure timely settlement of outstanding accounts.
- Monitor debtors and proactively resolve queries and discrepancies.
- Support budgeting, forecasting, and year-end audit procedures.
- Ensure compliance with charity financial regulations and internal controls.
- Support the continuous improvement of financial systems and processes.



- Manage one off projects, such as staff benefits and pay scale
- Work collaboratively across all teams to ensure financial awareness and accountability.

## About You

- AAT qualification (or equivalent), or qualified by experience.
- At least two years' hands-on experience managing day-to-day finance functions within the charity, voluntary or not for profit sector.
- Experience producing draft management accounts, reconciliations, forecasts and budgets.
- Proficiency in Xero and Microsoft Office 365 (especially Excel).
- Excellent attention to detail, accuracy, and time management.
- A proactive and organised approach.
- Experience of managing people and building collaborative relationships with stakeholders internally and externally.
- Understanding of restricted funds and charity finance principles.
- Commitment to the needs and support of neurodivergent families and individuals.

**A key element of this role is to understand that it is a newly developed role within a young charity. The ability to respond flexibly to opportunities, as they arise, is a fundamental expectation for this role.**



E = Essential   A = Application Form   D = Desirable   I = Interview

QUALIFICATIONS & RELEVANT EXPERIENCE		
E	A minimum of 2 years in accountancy positions	A/I
E	Experience of managing month end accounting processes	A/I
E	Experience of streamlining accounting processes to ensure efficient working practices	A/I
E	Excellent organisational skills, proven ability to prioritise tasks, manage a busy workload and meet deadlines	A/I
E	Experience working within a charity, not-for-profit or third sector organisation in an accounting role	A/I
E	Ability to work independently, organising and prioritising a diverse range of tasks with excellent attention to detail	A/I
E	Demonstrable IT proficiency, particularly in Microsoft Outlook, Excel and Xero	A/I
E	Excellent written and verbal communications skills	A/I
E	Evidence of team working and ability to build strong working relationships	A/I



E	Proven track record of building relationships with key stakeholders	A/I
E	Treats all staff fairly and equitably and demonstrates this expectation to all staff	
E	Ability to maintain a high level of confidentiality and discretion at all times	A/I
E	Can demonstrate the ability to work remotely in an effective and responsible manner	A/I
D	Experience of strategic management accounting practices	A/I
D	CIMA part or full qualified	A/I
D	An understanding of the neurodiversity movement and the ethos of More Education	A/I
D	Passionate about the support of autistic and neurodivergent people	A/I



## KNOWLEDGE & SKILLS

KNOWLEDGE & SKILLS		
E	High levels of self-motivation	A/I
E	Ability to communicate effectively, in writing and verbally, with colleagues and partners at all organisational levels	A/I
E	Strong team player with excellent people skills, able to relate appropriately to a wide range of people	A/I
D/E	Clear understanding of the aims and objectives of Koala	
E	Personal stature, empathy and confidence to converse with senior representatives of the More Education team and key stakeholders.	A/I
E	Ability to prioritise and manage own workload effectively, while remaining flexible and adapting to emerging new issues, short deadlines and other demands or challenges	A/I



## Key terms

**Place of Work:** This role will be hybrid based and require occasional travel to Andover (both community hub and school site).

**Contract:** One year fixed contract (initially).

**Working Week:** Flexible depending on the successful applicant. Term-time only except the summer holidays, where a pre-agreed 3 weeks will be worked.

**Annual Leave:** Statutory to be taken in Hampshire school holiday.

**Pension:** This role will attract a statutory defined contribution pension. This will entail an employer contribution of 3% and an employee contribution of 5% of salary. You can, however, withdraw from this policy if you see fit.

**Probation & notice:** The post is subject to a three-month probationary period. During this period, you will be entitled to receive, and are required to give, at least one week notice of termination, which must be in writing. After successful completion of your probationary period, you are entitled to receive, and are required to give, one month notice of termination, which must be in writing.

**DBS Checks:** Due to this position having access to young people and vulnerable adults an enhanced DBS and full references will take place, in line with our Safer Recruitment policy, which can be found here: [Safer Recruitment Policy](#)



## The selection process

### How to apply:

Send your completed application form, for the attention of the CEO to [hello@moreeducation.co.uk](mailto:hello@moreeducation.co.uk) with **Finance Manager** in the subject title.

Upon receipt of your application, we will arrange an informal discussion. If both parties feel that the position maybe suitable, you will be invited to a formal interview process.

If you have any queries, about the position, please contact our CEO, Tori via [tori@moreeducation.co.uk](mailto:tori@moreeducation.co.uk)

Deadline for applications: **30<sup>th</sup> November 2025**

### Formal Interviews: Mid-December

Note: If you are invited to interview and require specific adjustments to be made, please let us know.



## Safeguarding

More Education is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and this is a responsibility that is shared by all members of staff and volunteers across the Charity. The successful candidate will be subject to reference requests, safer recruitment checks and will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check.

## Equal Opportunities

More Education is an equal opportunity employer.

We actively support and encourage people from a variety of backgrounds and experiences to join us and shape what we do. We are particularly keen to receive applications from autistic/neurodivergent or otherwise disabled candidates.

We treat personal data collected during the recruitment process in accordance with our data protection policy.