

<b>Job title:</b>	<b>Finance Manager (Maternity Cover)</b>
<b>Location:</b>	Head Office, London SE1 (hybrid working)
<b>Department:</b>	Finance & Resources
<b>Reporting to:</b>	Head of Finance & Resources
<b>Salary:</b>	£40,000 – £43,000
<b>Contract</b>	Full time, Fixed-term (Maternity cover)

### About us:

Muscular Dystrophy UK is a charity that connects a community of more than 110,000 people living with one of over 60 muscle wasting conditions, and all the people around them. So, everyone can get the healthcare, support and treatments needed to feel good, mentally and physically.

This is an exciting time to join Muscular Dystrophy UK. We recently launched our new [10-year strategy](#) to transform the lives of people living with muscle wasting conditions. Our vision is clear, a world without limits for people with muscle wasting conditions, and we won't stop until we achieve it.

### Main purpose of role:

This role sits within the Finance team and is focused on delivering accurate, timely income reconciliation and finance-led grants administration.

The postholder will work closely with Supporter Services, Research, and wider teams to ensure:

- all income streams are correctly reconciled, posted, and understood
- grants are processed accurately from a finance perspective
- financial and operational systems are aligned and reconciled.

The role plays a key part in strengthening financial control, data integrity, and cross-team processes.

## **Main tasks and responsibilities:**

### **1. Income Reconciliation & Financial Processing**

- Lead on monthly income reconciliation across all income streams, including online platforms, events, and donations.
- Post accurate income journals, including complex and high-volume transactions.
- Work closely with Supporter Services to investigate and resolve discrepancies.
- Prepare weekly banking reports and income files.
- Ensure income is correctly recorded across finance and CRM systems.
- Support continuous improvement of reconciliation processes.

### **2. Grants Management (Finance Perspective)**

#### **Welfare & Equipment Grants**

- Process grant payments, invoices, and supporting documentation
- Maintain accurate financial records of grant awards
- Reconcile grant systems with the finance system on a monthly basis
- Act as a finance point of contact for queries relating to grant payments
- Ensure strong financial controls and audit trails are maintained

#### **Research Grants**

- Support the Research team with financial reconciliation of grant expenditure and invoices
- Ensure alignment between research databases and finance system
- Assist in resolving financial queries with research institutions
- Contribute to improving financial processes related to research funding

### **3. Systems Reconciliation & Process Alignment**

- Reconcile and align data between finance system, CRM, and grant management systems
- Identify inconsistencies and implement solutions
- Work cross-functionally to improve end-to-end data accuracy and reporting
- Support system improvements (including transition or optimisation of systems such as Xero)

#### 4. Financial Control & Support

- Assist with bank reconciliations and balance sheet controls.
- Support monthly reporting processes through accurate data preparation.
- Maintain strong financial controls and documentation.
- Provide clear financial information to non-finance colleagues.

#### 5. Collaboration & Business Partnering

- Build strong relationships with:
  - Supporter Services
  - Research team
  - Finance colleagues
- Communicate financial information clearly to non-finance stakeholders
- Promote a solution-focused, collaborative approach across teams

### Values and behaviours

- A positive attitude and approach that reflect the charity's values.
- To seek opportunities to contribute to the development of the charity.
- A commitment to and an understanding of disability issues, equality, diversity and inclusion.
- To always demonstrate role model behaviour.

<b>Experience</b>	<b>Criteria</b>
Experience in income reconciliation and financial processing	Essential
Experience working with grants or restricted funding in a finance context	Highly desirable
Experience in the charity sector, particularly fundraising income	Desirable
<b>Personal qualities and knowledge</b>	<b>Criteria</b>
Advanced Excel skills, including SUMIFS, PivotTables, and lookups	Essential
Strong understanding of basic accounting principles	Essential

Experience with accounting systems, including Xero	Desirable
Ability to reconcile large data sets across multiple systems	Essential
Strong attention to detail and problem-solving skills	Essential
Highly organised with the ability to manage competing priorities	Essential
Strong communicator, able to work effectively with non-finance colleagues	Essential
Proactive, solution-focused	Essential
Comfortable working in a process improvement and evolving environment	Essential
Excellent interpersonal skills	Essential
Ability to build effective working relationships across teams and with external stakeholders	Essential
Knowledge of the charity sector and the handling of restricted income	Desirable
Planning – The ability to develop and implement clear and effective plans for both yourself and others	Essential
Leadership – The ability to set clear instructions and empowering team members to complete tasks. Demonstrate flexibility by adopting a management style to the given situation.	Essential
Organisational skills – The ability to manage your own time and tasks efficiently to achieve results systematically making you personally effective in managing own workload	Essential
Ownership and accountability – The ability to take responsibility for your work, identifying key elements, and proactively finding solutions	Essential
Teamwork – The ability to recognise different directorates and departments at Muscular Dystrophy UK are all part of the same team, and work together	Essential
Communication – The ability to represent Muscular Dystrophy UK effectively and professionally through clear and appropriate communications	Essential
Self Development – Continuously improving yourself and encouraging growth in others to achieve personal and organisational goals	Essential

<b>4. Details</b>	
Contract: Full time, Fixed-term (maternity cover)	
Hours: 35 hours per week	