

We are recruiting for the following post:

**Finance Manager**

**Part time – 12-15 hours per week as an employee (permanent contract) or via a freelance retainer agreement**

**£39,214 per year full time equivalent (£15,685 for 15 hours) or freelance retainer**

**Whilst the role is largely home based the post-holder will need to visit the Brighton offices for occasional meetings and to maintain files of accounting documents.**

*Oasis is committed to inclusion and diversity and welcomes applications from people with relevant life as well as professional experience, and those with disabilities who are currently under-represented in the organisation. People from Black and Minority Ethnic communities are underrepresented in our organisation and we strongly welcome applications from this group.*

Oasis Project was established in 1997 and gives hope to women, children and families affected by drugs & alcohol. We deliver a complex portfolio of services as one of the only providers of gender-specific drug/alcohol services in the UK and are nationally recognised for our unique model of provision. We are a small/medium charity with an annual turnover of around £1m and a staff team of around 60 (equivalent to around 20 FTE).

Oasis Project is recruiting for an experienced Finance Manager to oversee and deliver the overall finance function of the organisation.

As Oasis Project’s Finance Manager, you will work closely with the CEO and the Trustee Treasurer and be responsible for a range of weekly, monthly and annual tasks to include weekly bookkeeping, monthly payroll oversight, monthly management accounting, bi-monthly Finance and Fundraising subgroups, yearly budgeting and year-end auditing combined with ad-hoc finance and project budgeting tasks.

Oasis is willing to consider applications from Finance Managers seeking to fulfil the role as a paid employee (preferred) working a contracted 12-15 hours (starting with 15 pw but then reducing to 12 pw once settled) per week over 2 days, or via a ‘freelance’ retainer arrangement.

**You will have:**

* Bookkeeping/Accounting Qualification (e.g. AAT or CIMA) – or part qualified, working towards qualification
* Proficient in using Microsoft Excel
* Working knowledge of SAGE accounting software or similar system

**What we offer:**

* 28 days holiday plus bank holidays (pro rata for part time workers)
* We are a Brighton and Hove living wage employer and hold the Investors in People Award
* Contributory pension scheme
* Paid well-being hour once a month
* Company and statutory sick pay scheme
* Family friendly policies
* Learning and development opportunities via a range of methods
* A focus on well-being and balancing flexible working hours alongside organisational priorities
* Relaxed dress code

**Please note:**

* Oasis Project is committed to inclusion and diversity. We welcome applications from people with disabilities and/or people from the global majority, who are currently under-represented in our organisation.
* Oasis Project is committed to lived experience being central to its service development. We welcome applications from people with relevant personal/professional experience.

**How to apply:**

* To find out more about the role, please visit our website <https://www.oasisproject.org.uk/job-vacancies/> or alternatively you can email [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk) . **If you would like to chat to someone about this role, please contact us via the recruitment email.**
* Please email your CV and covering letter, which clearly sets out your knowledge, skills and abilities in relation to the key responsibilities outlined in the job description along with your Diversity and Inclusion Monitoring form to [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk).
* If you are having any difficulties in applying or require any of this information in a different format, please contact us on 01273 696970 and ask for Charis Bull (Admin Manager) or via [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk)
* The closing date for applications is **5pm Monday 2nd September 2024. Interviews will take place week commencing 9th September.**

**Thank you for your interest in working for the Oasis Project. We look forward to hearing from you.**

*Charity no: 1065503 Company no: 3447762*