Job Description: Finance Administrator
(Part time, 8 hours per week, flexible working)

Reporting to	Executive Director, working closely with our Treasurer
Hours	8 hours a week, with a working pattern we can agree together
Salary	Prorata of full-time 40 hours equivalent £27,000-£29,000 per annum
Holiday	30 days a year including bank holidays (pro rata)
Pension	3% employer contribution, subject to auto-enrolment criteria
Location	Hybrid. Mainly home-based, with attendance in person at a weekly team meeting in Richmond on Mondays.

About ADHD Embrace

We work to ensure that children and young people with ADHD are understood, supported and able to thrive.

ADHD Embrace is a small and impactful community charity supporting children and young people with Attention Deficit Hyperactivity Disorder (ADHD), along with their families and the professionals who work with them. For over 20 years, we have provided trusted information, practical support and advocacy, building long-standing relationships within our community.

Our work is built around three pillars:

- Providing information, knowledge and practical support
- Advocating for greater ADHD awareness
- Empowering children, young people and families affected by ADHD

Learn more about us at www.adhdembrace.org and watch our video https://youtu.be/MygPmmL0A2Q

The Role

The Finance Administrator role provides effective management of finance and administrative functions, keeping our financial records accurate and helping us understand how we are doing each month.

The Finance Administrator reports to the Executive Director and also works closely with our Treasurer.

The role also works collaboratively with other members of staff and Trustees.

Key Responsibilities

1. Keeping our books in good order

- Record income and spending promptly in Xero, using bank feeds and reports from platforms such as Stripe, SumUp, JustGiving, Benevity and CAF.
- Reconcile the bank each month, post accruals and journals (including releasing restricted funding), and follow up money owed to or by us.
- Work with colleagues on our booking system and CRM so income is invoiced and recorded correctly and follow up any late payments.

2. Reporting and Planning

- Prepare monthly management accounts, including free reserves cover, and flag anything that differs significantly from budget.
- Work with our Fundraiser on grant income and prepare funding releases for sign-off.
- Help with the annual budget, re-forecasts and simple budgets for new services.

3.Supporting compliance

- Help the Treasurer with HMRC filings and queries, the annual Gift Aid claim and keeping our details up to date.
- Help make sure Charity Commission filings are made on time.
- Support the annual insurance renewal and coordinate DBS checks.
- Offer general finance and admin support, including keeping regular back-ups of our records.

A typical year

When	What that usually involves
Each week	Recording transactions, arranging payments and raising invoices.
Each month	Bank reconciliation and management accounts.
Once a year	Budget, Gift Aid, HMRC and Charity Commission filings, insurance renewal.
When needed	DBS checks, re-forecasts, budgets for new services.

Person Specification

- Around three years of bookkeeping or accounts experience.
- Confident with cloud accounting (Xero ideally) and good with Excel.
- Careful with detail and quick to notice when something does not look right.
- Organised, able to work independently, and happy to be part of a small, friendly team.
- An understanding of charity finance would be a bonus.

If you do not tick every box but feel this role is right for you, we would still love to hear from you.

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Why work with us?

- **Your work will genuinely matter**. You'll be ensuring our service delivery makes a real difference to children, young people, families and professionals working with young people with ADHD.
- **You'll be part of a supportive, values-driven team.** We are collaborative, kind and practical, and we care deeply about both our community and each other.
- **We value balance and flexibility.** This is an important role which will require skilled application but will enable the postholder to have a meaningful part-time role. We understand that people do their best work when life is in balance.
- **You'll join a charity with credibility and heart.** With over 20 years of experience, ADHD Embrace is trusted by families and professionals alike — while still being small enough for your contribution to be visible and valued.

How to Apply

Please send your CV (no more than two sides of A4) with a short covering email about your experience and why the role appeals to you to **treasurer@adhdembrace.org**

We are happy to have an informal chat first or to make any adjustments to the application process. Just let us know.

Applicants must be resident in the UK and have the right to work in the UK.

Deadline for applications: Friday 27th November 2026