

JOB INFORMATION & JOB DESCRIPTION

JOB TITLE: Finance Manager

Date: September 2025

PURPOSE OF JOB

We are looking for a proactive and experienced Finance Manager to provide interim support to the finance function by backfilling responsibilities of the current Finance Manager. The role ensures continuity in financial operations, reporting, and compliance during a period of finance process restructure.

We are committed to making a difference to our local community, help us make a difference by ensuring our financial processes are efficient and we have strong financial control and corporate governance

Hours of Work:

Working hours will be 30-40 per week. Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement.

Responsible to:

Director of Finance

Team Relationships:

Work base venue colleagues, customers, and the wider company operations team.

Main terms & conditions of employment:

Up to £35,000 per annum pro rata
20 days annual leave pro rata
Fixed Term Contract of Employment for 6 months, subject to a 6 week initial probationary period.

Special Requirements:

Equality & Diversity: The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Policy.

Health & Safety: The post holder will take all reasonable care of themselves and others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae Health and Safety Policy & Commitment Statement.

Safeguarding Children & Adults: Magna Vitae has a duty to promote the welfare of, and safeguard, children and adults at risk. The post holder is required to comply with the current company Safeguarding Policies.

Work Location:

Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA
Travelling to other facilities will be required, you will be required to have access to a vehicle to achieve this
Office based or Hybrid

Type of Contract:

Fixed term for 6 Months

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

KEY DELIVERABLES:

- Support month-end and year-end close processes.
- Prepare and review financial reports and reconciliations.
- Maintain accurate records of financial transactions.
- Monitor cash flow, accounts, and other financial transactions.
- Ensure compliance with internal controls and financial policies.
- Ensure online banking including weekly payment runs are accurately completed.
- Manage transactional finance functions including ordering, purchase and sales ledger, cash book and nominal ledgers using Sage 200
- Support payroll.
- Contribute to process improvements and system updates.
- Provide ad hoc financial analysis and reporting as required.
- Support Finance Assistant.
- Prepare VAT return and support with VAT issues.

Qualifications

- Degree in Finance, Accounting, or related field.
- Professional qualification (e.g., CIMA, ACCA, AAT 3 or 4).
- Experience in a finance role, ideally within a similar industry or organisation.
- Familiarity with financial system Sage 200

Skills and Competencies

- Strong attention to detail and accuracy.
- Ability to work independently and manage multiple priorities.
- Effective communication and people skills.
- Problem-solving mindset and initiative-taking approach.
- Adaptability to new systems and processes.
- Strong Excel and data analysis skills.

Finance Manager PERSON SPECIFICATION

The position requires a finance professional with drive and a commercial sensibility, who understands the contribution that good business planning and management can make to the development of the organisation. The post holder will be key in playing an effective role in securing the sustainability and growth of the organisation.

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form. As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home. For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

JOB REQUIREMENTS & KEY CRITERIA		Essential/ Desirable
Experience	Considerable and broad experience working in finance, together with a clear and demonstrable understanding of the end-to-end processes of an operational finance department	E
	A proven track record of sound financial management in leisure, hospitality, customer service or similar environment.	D
	Successful line management of a small team	E
	Involvement in finance transformation projects particularly automation and digitalisation of finance processes	D
Skills	Strong interpersonal and communication skills.	E
	Proven ability to problem solve difficult financial issues and develop appropriate solutions.	E
	Strong organisational and decision-making skills.	E
	Excellent leadership and management skills.	D
	Ability to identify constantly improve processes to move the business forward	E
	Supplier contract negotiation skills	D
Knowledge	Comprehensive knowledge of accounting and financial management.	E
	Knowledge of financial services, systems, processes and risk analysis.	E
	Knowledge of accounting software.	E
	Knowledge of finance related IT systems and systems admin requirements.	E
Qualifications	Relevant finance qualification (preferably AAT Level 4) and Excel to an advanced level.	E

FURTHER INFORMATION ABOUT MAGNA VITAE

Our Purpose	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health-related facilities and services that allow local people to lead a great life. We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
Our Vision	<p>Our VISION is to improve the wellbeing of our community, enabling people to live great lives.</p>
Our Values	<ul style="list-style-type: none"> • We are in this together • We embrace change • We are always learning • We celebrate differences
Benefits of working for Magna Vitae	<p>As a growing company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry-leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary; an employer pension scheme; and free use of the company's fitness suites and swimming pools and much more. We look forward to receiving your application.</p>