



Role:	Finance Manager
Salary:	£40,000 – 50,000 FTE depending on experience
Hours:	Eight to ten hours ie one / one and a half days a week (flexible working to include very occasional evenings and weekends)
Term:	6 months initial contract
Location:	Remote
Start date:	July 2025

About Us:

My Life Films is an award-winning charity that uses film and TV to enrich and support the lives of people living with dementia and their carers. My Life TV is our specialist on-demand streaming service, specifically designed to meet the cognitive needs of people living with dementia, for use within care settings and at home.

My Life TV is carefully curated to enable people living with dementia to feel stimulated and connected to the world, improving their mental health and supporting their essential care. Our high-quality content: includes interactive shows like quizzes, singalongs, drawing and chair yoga; calming content, including animal and nature programmes and slow TV; a wide range of reminiscence programmes, from the 1960s onwards, and much more. We work with highly respected content partners, as well as producing our own programming, in partnership with trusted organisations in the dementia care field, and more widely. The Alzheimer's Society, BFI, Royal Parks, Museum of Brands, BBC Archive and National Trust are just some of the partners we are proud to work with.

We have ambitious plans to scale up its use, so we can reach and support as many people living with dementia as possible.

About the Role:

My Life Films is seeking a Finance Manager to ensure the organisation is compliant with all statutory and regulatory requirements with regards to the main charity and its subsidiary. The post holder is responsible for ensuring the efficient and effective management of the organisation's finances, including accurate reporting and maintenance and development of financial systems and processes that are fit for purpose.

You will have plenty of autonomy to manage your workload and diary, and to succeed in this role you will need to be a self-starter with plenty of enthusiasm and drive. You will be part of a small, dynamic team, who work very collaboratively and supportively.

Key Responsibilities – include but not limited to:

- Ensure that appropriate financial policies and procedures are in place to deliver effective financial management to guide the organisation's financial decision making
- Complete and submit information to Companies House and the Charity Commission as required by statutory regulations and requirements
- Maintain appropriate accounting systems, control and records, ensuring compliance with statutory and related accounting and tax regulations and requirements
- Process monthly payroll and pensions and oversee VAT and corporation tax returns by external accountants
- Maintain records to meet legal and financial requirements and sufficient to measure, monitor and evaluate financial plans in relation to both inputs and outputs of the organisation's operations
- Provide a bookkeeping service and regular information for use by Trustees, Directors and Senior Management in planning and controlling the work of My Life Films and its subsidiary, including producing quarterly management accounts

- Manage the organisation's relationship with bankers, external accountants, and investment and other financial advisors effectively
- Manage the relationship with the insurers, ensuring that the company has the appropriate insurance policies in place
- Oversee the statutory annual financial statements and reports prepared by external accountants, complete annual reporting on a timely basis and manage the annual independent examination and audit process
- Ensure the security and confidential storage of all financial and legal documents
- Attend and contribute to internal meetings, training sessions, external events and Board Meetings as required

Person Specification:

ESSENTIAL EXPERIENCE & SKILLS

- ✓ Professional Accountancy qualification – ACA, ACCA, CIMA and at least three years' experience OR part-time qualified with at least five years' experience
- ✓ Experience in overseeing preparation of statutory and management accounts, and audit processes
- ✓ Sufficient knowledge of charity accounting and reporting on the requirements of the Charity Statement of Recommended Practice
- ✓ Integrity and discretion in handling confidential information
- ✓ Proficiency in Microsoft Office Suite including Advanced Excel, Word, Outlook and experience of QuickBooks accounting software and Sage payroll
- ✓ Experience of working in a small to medium sized organisation with charitable status

ATTRIBUTES

- ✓ Excellent and effective communication, presentation and interpersonal skills, ability to explain financial processes to non-financial staff
- ✓ Strong organisation and administrative skills, with meticulous attention to detail
- ✓ Analytical and problem-solving, with an aptitude to identify and support mitigation of risks
- ✓ Ability to develop and sustain key relationships with Board, and gain support with all levels of staff and third parties
- ✓ A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity, and probity

Diversity and inclusion:

My Life Films seeks to create a working environment that values and respects every individual's unique contribution. We are committed to diversity & inclusion and positively encourage applications from all sections of society, including those from under-represented groups. Please let us know if you have any accessibility needs which we can support during the interview process.

Benefits:

- Salary: FTE £40-50K (depending on experience)
- 25 days annual holiday plus bank holidays pro rata
- Company pension scheme
- Part-time role: 8-10 hours a week
- Working remotely in UK
- Initial contract – 6 months
- Start date: 21 July 2025

How to apply:

Applications should be received by **11:59 pm on Friday 20 June 2025** at the latest. No applications will be accepted via recruitment agencies. Please submit your application to info@mylifefilms.org quoting job reference **MLFM25** in the subject line.

Applications should be in the form of a CV with a short covering letter explaining your suitability for the role. Please provide both email and telephone contact information. Candidates must be eligible to work in the UK with no restrictions. Please note that only short-listed candidates will be contacted.

Interviews will take place online on **Monday 30 June 2025**. Second round interviews to be confirmed if necessary.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert ahead of the deadline should we receive a sufficient number of applications.

My Life Films is an equal opportunities employer. We treat employees and job applicants in the same way regardless of age, disability, marital status, gender reassignment, race, colour, nationality, ethnic origin, sexual orientation, religion or belief.