



Hatch 

Finance Manager

Candidate Pack - September 2022

Letter from Dirk Bischof, CEO



At Hatch, we empower underrepresented entrepreneurs from across the UK to imagine, launch and grow sustainable and impactful businesses through tailored support, community and partnerships. We offer world-class support to entrepreneurs, mainly through our courses and workshops.

We're not typical of the charity sector. As you would expect from a charity focused on entrepreneurship, we think and act like a business. Our programmes are run by entrepreneurs, for entrepreneurs.

We're one of the fastest growing enterprise support organisations. Since 2014, we've grown our revenue to over £1 million annually, something that takes the average social enterprise at least fifteen years. Over the last 12 months we have grown 60% allowing us to serve so many more founders through one of the most challenging times in recent history as we dealt with the pandemic, mass business closures and came face to face with inequity in our society highlighted by #BlackLivesMatter. Against this backdrop, we were able to not only double down on our mission to support those founders hardest hit by the pandemic, we were able to scale our services across the UK being previously only active in Greater London.

Now we're looking at our next big milestones: Doubling the size of our team and delivering 25,000 enterprise support opportunities for underrepresented founders by 2025. These are deliberately ambitious goals – we like that it scares us a bit!

Our Hatch values are:

- We are inherently experimental
- We believe in human potential
- We create meaningful connections
- We are committed to achieving equity

We aim to embody these values in everything we do internally as a team and in all our work with founders, funders and partners. In practice this means we are transparent with data and information, we trust each other to try new things, to learn from mistakes and to collaborate on strategic decisions, drawing on our collective expertise, experience and networks.

We are influenced by lean management philosophy, and we are constantly looking for ways to improve and innovate in our programmes and in the way that we work.

We are a small organisation with big ambitions to grow, offering the right candidate a great opportunity for personal and professional growth.



Hatch's work has been recognised in recent years with a number of accolades, including:

- Being featured in the NatWest SE100 Index 2020 as one of the top 100 social enterprises in the UK, as well as being a finalist for the same awards in 2019.
- Winning the 2017 Enterprising Britain Awards in the 'Building Enterprise Skills' category for Hatch's incubator programme.
- Shortlisted for the 2017 Lord Mayor's Dragon Awards in the category of 'Community Partner' for our work with Deutsche Bank supporting over 50 mission driven businesses in South London.

Finance Manager

Salary: £35,300 - £38,000 with scope for salary progression

Contract Type: Permanent

Hours: Full Time (typically 09.30-17.30 but with flexibility)

Location: Elephant & Castle / Remote

Application Deadline: 2nd October 2022

Interview Dates: 1st Interviews w/c 10th October

2nd Interviews w/c 24th October

Role Purpose

Do you love organising, and being able to manage a varied workload with a range of deadlines? Are you highly numerate with an eye for detail, good communication skills, and a love of spreadsheets? Are you happy working independently as part of a small team to support a smooth running finance function, and managing financial systems and processes that work for you and others? Then you could be the Finance Manager we are looking for!

Hatch is undergoing a growth spurt; we have ambitious goals and big projects underway to double our income, our team and the number of founders we support. The Finance function within Hatch is critical to the ongoing success and day to day operation of all our services and activities as we grow.

The Finance Manager will follow the established finance framework of processes and procedures to ensure the finance function runs smoothly and effectively. This new role will be responsible for the day-to-day financial functions, and will be integral to the efficient working of the finance team and providing key financial management information. You will work closely with people from across the Hatch team on regular reforecasting processes, and with others in the finance team to produce monthly/quarterly accounts, undertake variance analysis, implement financial processes and controls, and make sure Hatch meets all statutory and charitable law requirements.

You will be excited by the challenge of providing efficient and effective support as part of a small finance team, taking on the majority of our regular monthly cash monitoring and financial management work.

Responsibilities

Invoicing and Payments

- Overseeing the sales and purchase ledger, including approving of weekly payment runs

Cash and Monitoring

- Updating monthly actuals and maintenance of forecast of cashflow
- Working with fundraising team to update on prospective contracted funds in the cashflow
- Working with programmes team to maintain and report on project budgets in line with internal and funder requirements
- Supporting with the development of budgets for fundraising proposals
- Ensuring full cost recovery and prudent management of Hatch's financial systems and processes, including constant review of best practice, ensuring all processes are efficient and effective

Bookkeeping

- Weekly/Monthly bookkeeping process including adding journals into Quickbooks and balance sheet reconciliations.
- Producing monthly cashflow report
- Producing quarterly management accounts

VAT

- Monthly administration of VATable income and expenditure
- Supporting with annual administration of VAT return
- Supporting on preparation and submission of annual Corporation Tax return

Audit, Annual Report and Accounts

- Organising documentation as required prior to Audit
- Supporting with the audit and year-end process and responding to the auditors enquiries

Governance

- Maintaining organisational calendar of key internal and external cycles, filing and other deadlines

Additional Responsibilities

- Ensuring full compliance with finance policies and procedures across the organisation
- Supporting with the on-going improvement of the financial systems, policies and procedures ensure they remain fit for purpose and to ensure best practice
- Supporting with the finance induction for new joiners
- Responding promptly and accurately to internal and external finance queries
- Undertake other duties consistent with the post and, where necessary, to assist with other areas of work as required

Person Specification

Knowledge and Experience:

- AAT qualified and/or part-qualified accountant or equivalent by experience or working towards completing their studies
- Proven professional experience (at least 2 years) in the finance function of a developing charity or small business
- Experience of using online accounting software (Quickbooks/Xero - Desirable)
- Experience and knowledge of VAT processing
- Understanding of the charity sector would be beneficial, alongside knowledge of the associated accounting framework (SORP)
- Experience in producing financial modelling would be advantageous but not essential

Skills:

- Ability to confidently reconcile and analyse large volumes of data within Excel
- Numerical skills, including the preparation, and interpretation of financial information
- Attention to detail and accuracy in all aspects of your work
- Written and verbal communication skills with ability to liaise with different teams effectively

- Time management skills and ability to prioritise effectively.

Behaviours:

- Planning - you are organised, and are always looking a few steps ahead
- Prioritisation - you like to be busy and are great at managing multiple projects and activities at once
- Solutions oriented - you can spot when something could be done better, faster, or more smoothly and won't hesitate to change things to make your job and others' easier
- Flexible and proactive - you are willing to get stuck into any task, however large or small
- Self-motivated - you are comfortable working independently and taking the initiative
- People oriented - you thrive in a team environment, build positive relationships and understand that this is how the work gets done
- High levels of integrity and ability to act confidentially
- It's important that you have an interest in start-ups or not-for-profits. That's what we do here at Hatch and we want you to share our passion for it!

Benefits

We care about our people and giving them the things they need to succeed.

We have always been supportive of flexible working, which has become even more important recently. We have an office in Elephant & Castle, which is available for anyone to work from as much or as little as they'd like. For those working at home, we'll provide you with a laptop to get you set up. In the post-COVID world we're experimenting with full flexibility to work from home or in the office as it suits you, but hope the whole team will be able to come together periodically.

- Flexible working - work from home or in the office and at the times that work best for you
- 37 fully flexible holiday days (including the 8 UK bank holidays)
- 3% employer pension contribution
- £750 annual budget for learning and development or wellbeing activities
- Paid time off for dedicated learning and development opportunities
- 4 days per year paid time off to volunteer

Equal Opportunities

We believe everyone has potential. We are committed to increasing diversity among business owners, and we want to do the same for our team. If you've read this far, and you like the sound of the job, but you're worried you don't quite fit the requirements, we'd love it if you went ahead and applied.

We want to ensure that our team represents a wider cross-section of society than a typical start-up, and

we know that means we have to make an effort to understand and accommodate different people's needs. If you would require any reasonable adjustments to be made to support you to apply, interview or join the Hatch team please contact jobs@hatchenterprise.org.

Please note we are only able to accept applications from candidates who have the right to work in the UK

To apply

Please email us your CV and a cover letter of no more than 1000 words explaining:

- What excites you about Hatch as an organisation and about this role in particular?
- How do you manage a busy workload with multiple tasks and projects to ensure that work is delivered on time and with a high level of accuracy?
- What would you do in this role that would really make an impact?
- Where did you first hear about this opportunity?

Send these to jobs@hatchenterprise.org with "Finance Manager Application - Your Name" as the email subject line.

If you have any questions or need any help with your application, please drop us a line via jobs@hatchenterprise.org. (Recruiters will be politely turned away).

If you apply, we will process your personal data for recruitment purposes only and in accordance with our [Data Privacy Policy](#).