



Role Title	Finance Manager	Company	First Rate Credit Union
Reports to	CEO	Role type	Part time Remote/Home-Based Role (UK) – with regular meetings in Lancashire
Salary	Starting salary £34799 (pro rata)	Apply	<a href="https://bit.ly/442VnN1">https://bit.ly/442VnN1</a>

## JOB PURPOSE

### Finance Manager (Part Time. Salary pro-rata)

#### Overview

We're looking for a part-time Finance Manager to join First Rate Credit Union (FRCU). You'll report directly to the CEO and play a key role in improving our financial performance.

You'll need to be good at understanding and explaining risks, and able to make clear recommendations about our income, spending, payroll, and investments. You'll help shape the future of the business and support the CEO & Board with strategic decisions.

We're looking for someone confident in handling uncertainty, focused on results, and able to build trust with colleagues, board members, and external partners.

#### Who We're Looking For

- You'll be qualified in accountancy with at least AAT and with some post-qualification experience.
- Preference for people with experience in credit unions
- Strong commercial awareness.
- Good leadership and people skills.
- Excellent attention to detail.
- Able to interpret performance data to inform decisions.
- Knowledge of governance and finance rules in the credit union sector.
- Whilst this is a remote role, the post-holder will need to attend regular in-person team meetings in Lancashire. Applicants should be able to travel when required on short notice. Preference will be given to Applicants in North West England.
- Role would be ideal for an existing part time credit union finance manager wanting additional hours.

First Rate Credit Union Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration No. 60C. Firm Number 213241. Registered office, Warton Aerodrome W310a, Warton, Preston, PR4 1AX



#### **KEY RESPONSIBILITIES**

- Prepare monthly accounts and year-end financial statements for the AGM.
- Keep the financial ledger accurate and up to date.
- Checking, paying and recording of invoices and other payments.
- Create and oversee budgets, cash flow forecasts, regulatory reports, and board papers.
- Make sure strong financial controls are in place and properly documented.
- Help plan long-term business strategy and explore new funding options.
- Create and use financial models to carry out stress testing and to assess how different scenarios could affect the credit union.
- Recommend ways to manage risks and grow the business responsibly.
- Ensure we comply with credit union financial rules, including anti-money laundering regulations.
- Suggest ways to improve processes.
- Provide clear, useful financial reports.
- Maintain good relationships with auditors, regulators, board members, and other credit unions.
- Support the team in proper application of financial and banking transactions
- Carry out any other relevant duties asked by the CEO.

**This role is subject to DBS and other due diligence checks.**