

# Finance Manager

## Job Description

### Who We Are

Enhancing Young Adults' Independence (EYAI) supports young people between 18 and 25 years of age to become effective members of their communities.

EYAI provides mentoring, confidence building and employment opportunities where the mentor will work closely with the employer over a 12 week period for the client to gain the confidence and experience to enable them to continue in permanent employment.

EYAI also runs a community café, this is named after Rev Pippa Soundy the late co-founder of EYAI. The café offers a supportive environment for local residents and where EYAI clients can gain additional confidence and skills through volunteering until they are able to work in the wider community.

### Your Role

As the Finance Volunteer, you will support the charity's financial management and reporting processes. The role focuses on maintaining accurate financial records, preparing documentation for annual submissions, and helping to ensure compliance with charity regulations. You also contribute to building the organisation's financial infrastructure by assisting with policy development and supporting funding applications through data preparation and research.

### Your Responsibilities

- Reconciling bank statements with income and expense categories
- Preparing financial statements for annual charity submissions
- Assisting in developing financial and resource management policies
- Organising and maintaining financial records for reporting and compliance
- Gathering and preparing financial data for grant and funding applications
- Researching potential funding opportunities and donation sources
- Supporting the Finance Lead or Trustees with ad hoc finance-related tasks