

FINANCE OFFICER

RECRUITMENT PACK

“This is an exciting opportunity to join developmentplus at an important crossroads for the Charity as we embark on our social enterprise journey”
Lynsey Collinson (CEO)

“Our aim is to build a future where every person thrives, and no one just survives”



Supportive | Inclusive | Approachable | Committed | Empathic
developmentplus | Queens Park Community Hub, South Park, Lincoln LN5 8EW | E enquiries@developmentplus.org.uk

Developmentplus | A Company Limited by Guarantee
Registered in England No. 03275199 | Registered Charity No. 1064566

ABOUT US

Developmentplus is a charity based in Lincoln with 28 years' experience of working alongside disadvantaged and vulnerable people within Lincolnshire. We work alongside people in their community, facilitating their involvement in decisions that affect their lives, supporting them to identify and develop initiatives that they feel will help improve their quality of life. Our aim is to build a future where every person thrives, and no one just survives.

Our core delivery is based around two forms of activity:

- coaching and mentoring programmes and advocacy support working with beneficiaries from a broad background including individuals with poor mental health, ex-offenders, individuals furthest from the employment market and rough sleepers.
- Creative, peer led, group sessions that provide an additional space for support, friendship, and creativity.

Supporting over 500 beneficiaries a year, our four main projects include:

- Step in the Right Direction - a one-to-one coaching/mentoring programme
- Bridging the Gap - a reducing reoffending project
- Better Together - a collaborative project with two other charities in Lincoln offering a programme of mentoring and coaching, therapeutic garden-based activities, volunteering and training/work experience and support into employment.
- Project Compass - our homelessness advocacy support project.

PURPOSE STATEMENT

We support people experiencing disadvantage in Lincolnshire to:

- Build their trust and confidence – by providing a safe space where we listen/value what they have to say.
- Develop their capacity and skills – by building on their strengths/aspirations and providing training to improve their economic prospects.
- Improve their health and wellbeing – by providing a range of services to support mental health.
- Engage and benefit from additional support – by encouraging service participants to speak out and advocating for them as they seek specialist support about issues affecting their lives.

Finance Officer

Location: Lincoln, Lincolnshire (*Hybrid working available*)

Salary: £29K pa/pro rata

Contract Type: 15hrs a week – Fixed Term (*Initially for 1 year*)

Reporting to: CEO

Role Purpose

The Finance Officer will support the charity's financial operations by maintaining accurate financial records, assisting with reporting, and ensuring compliance with financial procedures. This role is key to the day-to-day financial administration and contributes to the smooth running of the organisation's finances.

Key Responsibilities

Financial Administration

- Assist in preparing budgets and financial reports.
- Maintain accurate records of income and expenditure.
- Support the production of monthly management accounts.
- Monitor transactions and reconcile accounts regularly.

Compliance & Reporting

- Ensure financial records comply with charity regulations and internal policies.
- Assist with year-end accounts and audit preparation.
- Support the submission of statutory returns including Gift Aid and payroll filings.

Systems & Controls

- Maintain financial systems and support improvements to processes.
- Carry out bookkeeping tasks, bank reconciliations, and data entry.
- Liaise with external service providers such as accountants and banks.

Support & Collaboration

- Provide financial data for funding applications and grant reports.
- Work closely with project teams to ensure accurate financial tracking.
- Support the CEO and Trustees with financial documentation.

Person Specification

Essential

- Experience in financial administration, ideally within the charity or non-profit sector.
- Good working knowledge of accounting software (e.g., Xero) and Excel.
- Understanding of basic charity finance principles.
- Strong attention to detail and organisational skills.

Desirable

- Experience supporting audits and preparing financial reports.
- Knowledge of restricted/unrestricted funding and grant reporting.
- Familiarity with payroll and pension processes.

Benefits

- Employer pension contribution (*up to 5%*)
- 26 days annual leave + bank holidays (*pro rata*)
- Flexible working arrangements
- Professional development support

How to apply

Send a completed application form and CV to enquiries@developmentplus.org.uk

Closing Date Friday 23 January 2026
Interviews Wednesday 4 February 2026