

Finance Manager

About NASP

The National Academy for Social Prescribing (NASP) is a registered charity and company limited by guarantee. Our goals are to promote social prescribing and to bring about a social revolution in wellbeing, as set out in the [NASP Strategic Plan](#).

To learn more about our organisation, partners, and social prescribing, please visit socialprescribingacademy.org.uk.

At NASP, we operate a flexible, hybrid working model to support both collaboration and individual needs. Most work is carried out remotely, with Microsoft Teams serving as our primary platform for meetings and planning. We also provide access to an office space at London's Southbank Centre, which staff can use as needed. Full-time NASP staff generally work in the NASP office for up to 2 days per week, with the remainder carried out at home.

Travel may be required for in-person meetings, site visits, events, or team away days, ensuring opportunities for connection and shared learning. Travel requirements will vary depending on the duties of each particular role.

Our working culture values flexibility, wellbeing, and collaboration. We are committed to supporting our staff to work in ways that suit their roles and personal circumstances, fostering an environment where everyone can thrive and contribute to the success of the organisation.

Inclusion at NASP

At NASP, we are passionate about creating an inclusive workplace. It's important to that we represent the communities that social prescribing aims to serve and therefore we welcome applicants with lived experience of social prescribing. We also particularly welcome applicants from global majority and LGBTQIA communities, and those who identify as disabled and/or neurodiverse to apply.

We guarantee to interview candidates who identify as disabled as part of our Disability Confident Scheme commitments, provided that they meet the minimum criteria for the position.

NASP seeks to be a truly 21st Century employer and organisation. Supporting our staff's wellbeing is central to that goal, as our staff are one of our greatest assets.

We are committed to ensuring fairness and accessibility throughout the recruitment process and will consider reasonable adjustments to meet individual needs. While adjustments will depend on specific circumstances, common examples include:

- Flexibility with interview times and formats, including location

- Providing documents, such as the application form, in alternative formats (e.g., large print, braille and pre-recorded video or audio recordings)

If you require adjustments, an alternative method of application, or would like to discuss your specific needs, please contact us at recruitment@nasp.info, and we will do our best to support you.

How To Apply

To apply for this role, please upload a CV and covering letter, outlining how you meet the requirements of the role and person specification, using [the application link](#) by no later than Sunday 11th January 2026. If you have any questions on this process please email us at recruitment@nasp.info.

Interviews will be held w/c 19th January 2026, please indicate on your application form if you might be unavailable during this period.

Applications are welcomed from applicants who wish to apply for a position based on a flexible working arrangement. Should a candidate be successful after the interview stage, any reasonable requests will be reviewed and be sought to be accommodated within the needs of the role. All appointments are subject to proof of right to work in the UK, references and a 3-month probationary period.

To support us with monitoring our commitments to access and inclusion, we kindly ask you to answer our Equal Opportunities form alongside your application. Your responses will not be shared with the panel.

For more information or an informal conversation, please email any questions to recruitment@nasp.info. We look forward to hearing from you about the role of Finance Manager.

Role Details & Staff Benefits

Salary: £45,000 - £50,000 per annum, depending on experience (*pro rata to 0.6 FTE*
£27,000 - £30,000)

Duration: Until 31st March 2027 (with possibility of extension)

Hours: 0.6 FTE (3 days per week)

Location: Hybrid – NASP have an office space at London's Southbank Centre which can be used by staff at any time. The role will be expected to work some of their regular time in the office with the remainder at home, depending on agreed hours. There may also be additional occasional travel required for staff days and other events.

NASP offer a range of core benefits for staff on payroll, including:

- 30 days paid annual leave per annum, plus Bank Holidays
- An additional day of paid leave per year on your birthday
- Opportunities for Volunteering & CPD days each year
- Opportunity to request flexible working arrangements, including compressed hours
- Contribution to annual eye test, eyeglass purchase, and flu vaccination

Purpose of This Role:

This is a key role within NASP's Operations team, leading on financial processes and procedures across the organisation. The Finance Manager will develop and maintain accurate and consistent records, provide regular reporting to support budgeting & forecasting, support on the annual audit, and ensure regulatory compliance & best practice across all of NASP's work.

The role will work closely with the CEO, Director of Operations, and the Operations Coordinator (Finance & HR); as well as our outsourced accounting service provider (Carpenter Box). In addition, the role will support colleagues and teams more widely by costing funding bids for income generation, grant reporting, project accounting, and providing general financial expertise and guidance.

The Finance Manager will also support in preparing projections and updates for NASP's Board of Trustees, working with the CEO, DoO, and Chair of the Finance, Audit, Investment & Risk Subcommittee (FAIRCo); this will include deputising for the Director of Operations on finance-related matters where appropriate.

Person Specification:

Experience & Knowledge:

- Professional accounting qualification (ACCA, CIMA, ACA or CIPFA) or equivalent
- Knowledge of the VCFSE sector and/or Social Prescribing
- Experience of working within an accounts/finance role within a small to medium charity or the not-for-profit sector
- Up-to-date knowledge of the Charity Statement of Recommended Practice (SORP)
- Good understanding of compliance and regulatory standards
- Experience supporting preparation of statutory accounts
- Experience supporting income generation (e.g. funding applications) (*desirable*)

Skills & Attributes:

- Affinity with NASP's Values as defined in the [NASP Strategic Plan](#)
- High level of attention to detail, accuracy, and financial acumen
- Ability to work collaboratively within a small team
- Use of Microsoft suite (Teams, Excel), and accounting software such as Xero (or equivalent)
- Excellent communication skills and ability to work with colleagues who are non-finance professionals

Responsibilities:

Financial Management

- Review monthly management accounts, ensuring accurate coding and reporting, working with budget holders and reporting any adjustments to Carpenter Box
- Supporting budgeting and forecasting, including scenario planning and going concern forecasts
- Manage accounts receivable/payable; follow up on unpaid invoices/outstanding payments, ensuring these are escalated as necessary
- Regular review of processes and procedures, ensuring robustness and efficiency at all levels
- Support Carpenter Box with quarterly VAT and Gift Aid returns as necessary
- Support Carpenter Box with year end annual account preparation
- Oversee provision of appropriate accounting and finance software (Xero, Soldo, ApprovalMax)
- Deputise for Director of Operations where necessary, e.g. payroll or providing updates to NASP's Board of Trustees

Governance, Compliance, & Board Support

- Provide oversight for financial processes across NASP, ensuring compliance with both NASP's policy suite and any regulatory requirements
- Support on process for annual audit and NASP's annual report, providing relevant documents to auditors, answering queries, ensuring timelines are met
- Advising the Executive Leadership Team (ELT) on any relevant updates to legislation or regulatory requirements
- Provide relevant reports and updates to NASP's Board of Trustees and Finance Subcommittee, attending meetings where appropriate

Wider Organisational Support

- Work with Fundraising Consultant and colleagues as required to support on income generation, such as providing costings for bids; and maintaining accurate records on bids currently in progress and expected income
- Supporting on financial reporting for grants, such as providing I&E statements or other information as required
- Work with budget holders to set budgets, forecast, and monitor to ensure robust management and accurate reporting of overspend or underspend
- Provide general financial expertise & support to colleagues across the organisation

- Work closely with the Operations Coordinator to ensure our day-to-day processes are effective (e.g. expense claims, Soldo reconciliations, invoice & payment processing)

Reporting To: Director of Operations