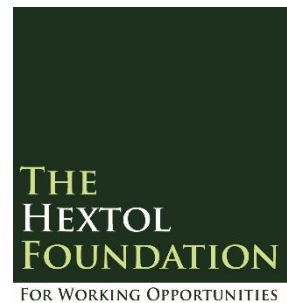


Finance Officer

Hexham / Hybrid

Part-time (2.5 days per week – 18.75 hours)

£14,587 per annum (pro rata of £29,174 FTE)



Join us and make a difference

Join Hextol Foundation as our Finance Officer and play a key role in supporting a purpose-driven organisation that transforms lives through meaningful work.

About Hextol Foundation

Hextol Foundation is an independent charitable company based in Hexham. Our mission is to improve the lives of people with learning disabilities and/or mental health needs by providing meaningful work opportunities. Through our not-for-profit enterprises, we offer safe, supported employment and training to help people grow in confidence, skills and independence.

Find out more at: www.hextol.org.uk

The Role

Reporting to the CEO, you will be responsible for the day-to-day financial management of the organisation, supporting both operational delivery and strategic decision-making.

Key responsibilities

Transactional finance

- Processing payments, invoices, income and receipts
- Maintaining accurate financial records using Xero

Financial control

- Reconciling bank and credit card accounts
- Managing petty cash and till reconciliations
- Preparing and submitting VAT returns

Grant and fund management

- Monitoring and recording grant expenditure
- Recording donations and processing Gift Aid returns
- Allocating income and costs to appropriate budgets and funds

Reporting and planning

- Preparing monthly management accounts
- Producing cashflow forecasts
- Supporting annual budget preparation

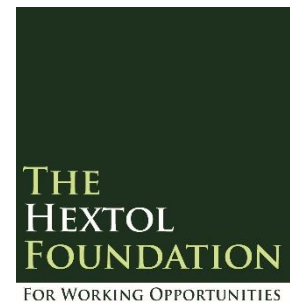
Other duties

- Preparing financial information for external accountants
- Producing ad hoc financial reports as required

About You

Essential

- Experience in a finance or bookkeeping role
- Strong attention to detail and accuracy



- Experience using accounting software (e.g. Xero or similar)
- Good Excel skills
- Ability to manage your own workload effectively
- Commitment to the mission of the Foundation and sensitivity to the needs of beneficiaries and other stakeholders

Desirable

- Experience in the charity or not-for-profit sector
- Understanding of grant funding or restricted funds
- AAT qualification or equivalent experience

Why join us?

- Be part of a values-driven charity making a real difference in the local community
- Flexible, part-time hours with hybrid working
- Supportive and inclusive working environment
- Opportunity to contribute to both day-to-day operations and strategic financial management

Working Pattern

This is a hybrid role. Some weekly presence at our Hexham office is required, but we offer flexibility and are happy to work with you to agree a mutually beneficial working pattern.

What we offer


- A full induction, training and ongoing support
- Employee Assistance Programme
- A welcoming, inclusive workplace
- The opportunity to make a meaningful impact

How to Apply

To request an application pack or arrange an informal discussion, please contact:

Bruce Howorth, CEO

 bruce.howorth@hextol.org.uk

 01434 605253

(Quote: *Finance Officer Vacancy*)

Closing date: 5pm, 18 June 2026

Interviews: Shortly after the closing date

Appointment will be subject to satisfactory references and a DBS check.

Equality and inclusion

We welcome applications from people of all backgrounds and are happy to make reasonable adjustments throughout the recruitment process.