

APPLICANT PACK

Senior Finance Officer

EMMAUS Cambridge

THANK YOU

for your interest in the role of Senior Finance Officer at Emmaus Cambridge.



This pack provides you with useful information about our organisation, the job role and the application process.

Please take the time to read this pack and our website to find out more about our charity, communities and social enterprises.

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Emmaus supports people who have experienced homelessness and social exclusion.

ABOUT EMMAUS CAMBRIDGE

Our community offers:

A stable home and a base to progress

Within Emmaus communities, everyone is provided with a furnished bedroom. It's a stable home from which people can build their confidence, skills and plans for the future. We ensure that all bills are covered, home essentials provided and fresh meals prepared each day. Each community includes shared living and dining areas where individuals can relax and socialise together

A chance to gain skills and work experience

We offer the people we support opportunities to gain work experience within our social enterprises and communities. Many people find that participating in meaningful work rings focus, purpose and a sense of routine to their day. The opportunity to contribute to their community and become an active part of society plays an important role in restoring people's self-esteem.

A sense of belonging and community

Each Emmaus community is a supportive and welcoming environment where people can rediscover companionship and a sense of belonging. Our communities are places where each individual is given space and supported to rebuild, develop and thrive in their lives. We foster the sharing of life experiences and encourage peer support, helping everyone to grow together.

Roy

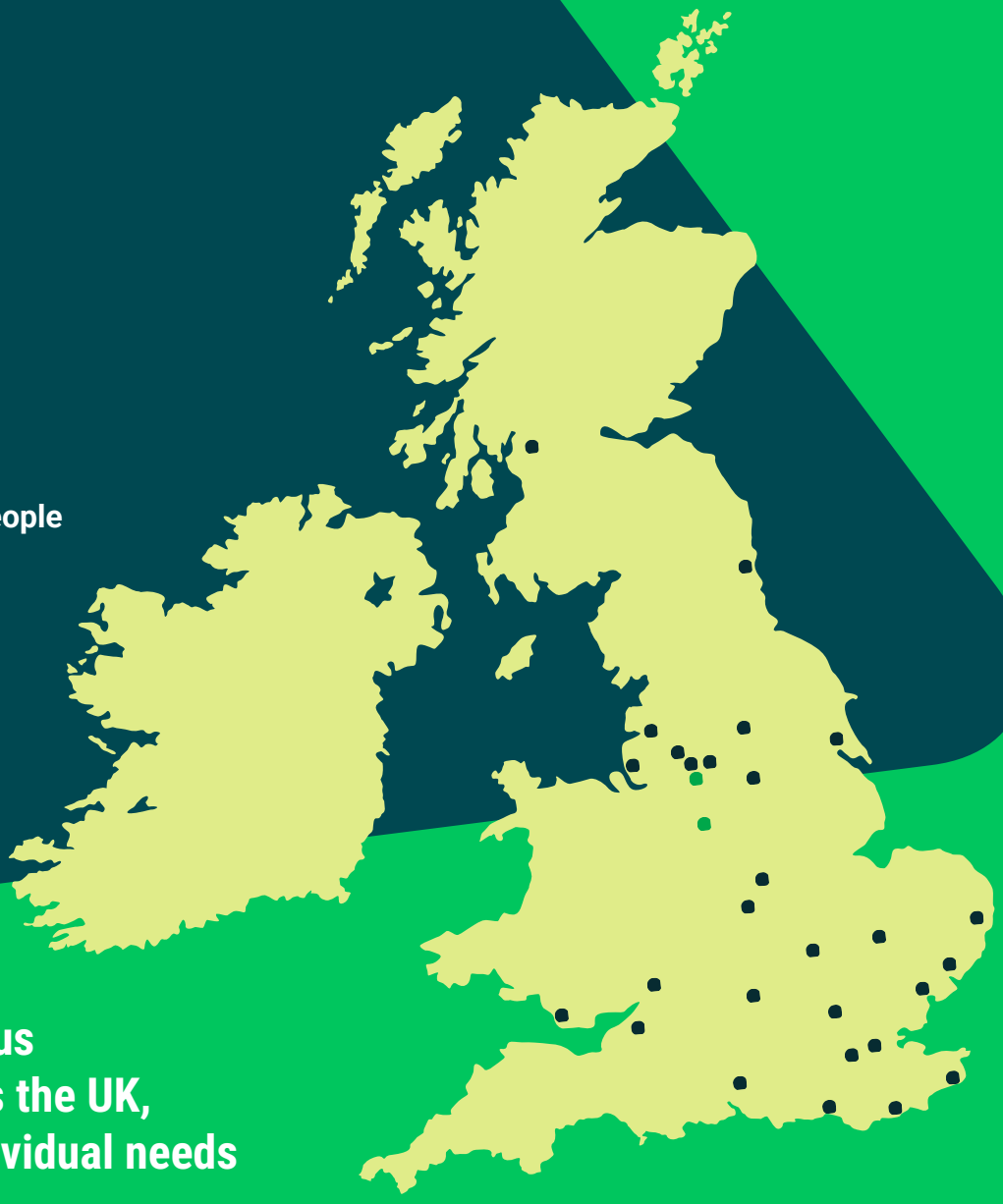
Emmaus Cambridge Resident

"I'm really passionate about Emmaus because it saved my life, and I'm not exaggerating when I say that."



EMMAUS OVERVIEW

Emmaus is a secular organisation supporting people affected by homelessness and social exclusion.



There are 28 Emmaus communities across the UK, each tailored to individual needs

Emmaus communities across the UK provide a home, tailored support and meaningful work to more than 850 people. In addition to existing Emmaus communities, there are three emerging groups working to establish new communities.

Emmaus is different to many homelessness charities and support services as we go beyond just offering a bed for the night; we provide longer-term support, stability, opportunities for personal development, and a strong sense of community.

Social enterprise is central to the Emmaus model as it provides work opportunities for residents, but also generates a large proportion of the funding needed to maintain communities. Having something to do every day provides structure and a sense of purpose to Emmaus residents.

Our social enterprises play a huge part in helping to restore the self-esteem that many people lose when they are homeless, and enables them to make the most of their existing skills, while learning new ones.

Solidarity, helping others less fortunate than yourself, is central to the Emmaus way of life. Everyone at Emmaus, including residents, staff, trustees and volunteers, is encouraged to carry out acts of solidarity to support people who need it most.

For residents in particular, solidarity has a huge impact on their confidence and self-worth, showing them that they can make a difference to someone else's life and add value to the lives of people around them.

OUR MOVEMENT

The first Emmaus in the UK opened in 1991. There are now 28 Emmaus communities in the UK with more than 850 residents living in communities stretching from Glasgow to Dover and Norfolk to South Wales.

No two Emmaus communities are the same - each has its own individual personality, providing a set of services that meet the needs of its local area.

Emmaus in the UK is now well established but we are also part of a much wider and diverse global movement. Emmaus started in France in 1949, shortly after the Second World War, when homelessness was a significant problem. After the first Emmaus community was created in the eastern suburbs of Paris, many more communities opened in France and across Europe, the Americas and in Asia.

The growth of the movement gave rise to the gradual development of a network of organisations that met in Bern, Switzerland, in 1969 to adopt the Universal Manifesto, the founding text of the Emmaus movement.

Today, the Emmaus movement includes more than 420 Emmaus groups, located in over 40 countries. Across four continents - Africa, Asia, Europe and the Americas - Emmaus groups work to help the most excluded and tackle the causes of poverty.

All Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. Ever since the Emmaus movement began, it has always been both secular and independent in leading its struggle to tackle the causes of poverty and exclusion. The movement defends its vision of society: a fairer and more sustainable world where people are at the heart of the system and where there is a place for everyone.



Find out more about how the Emmaus movement has grown to serve and campaign for people and communities in need.
emmaus-international.org/en/

APPLICANT PACK

JOB DESCRIPTION

Location: Emmaus Cambridge, Green End, Landbeach, Cambridge, CB25 9FD

Reporting to: Finance Manager

Purpose of the role

A successful Senior Finance Officer will play a vital role in supporting our residents and creating lasting, positive change by providing high-quality financial management, accounting and reporting across both the charity and its social enterprise. This work will enable us to make the best use of our resources and continue delivering vital support to our residents.

The main duties include responsibility for preparing monthly management accounts for both the charity and social enterprise; ensuring compliance with financial regulations, Charity SORP and Companies House requirements; managing the purchase and sales ledgers for the social enterprise; and credit control for Emmaus Cambridge.

The ideal candidate will be a qualified or part-qualified accountant with experience of working in a not-for-profit or small/medium-sized business environment. We also offer study support towards achieving a professional accounting qualification. You will have excellent communication skills and be able to share financial data with non-finance staff and trustees to support strategic decision-making and effective budget control.

Ultimately, we are looking for someone who can join our team to support our financial management and reporting. You will be approachable, personable and able to build a positive rapport while maintaining professionalism.

Principal responsibilities and duties

Financial Reporting & Management Accounts:

- Prepare monthly management accounts for both the charity and its social enterprise.
- Reconcile inter-company accounts between the charity and the social enterprise.
- Provide detailed analysis of social enterprise income, housing benefit income, charitable income and expenditure, identifying trends and variances against budget.
- Lead on year-end processes, preparing files for statutory audits for both entities.

Transactional & Social Enterprise Operations:

- Manage end-to-end purchase and sales ledgers for the social enterprise.
- Oversee inventory/stock accounting for the social enterprise, ensuring accurate valuation.
- Reconcile weekly cash/card takings from trading activities.
- Manage credit control, ensuring prompt payment from commercial debtors.

Compliance, Tax & Regulatory:

- Manage VAT reporting, ensuring correct treatment of exempt (charity) and taxable (trading) activities.
- Oversee Gift Aid claims are accurate and compliant with regulations.
- Work with the Finance Manager to ensure compliance with Charity SORP and Companies House requirements.

JOB DESCRIPTION

Budgeting & Cash Flow:

- Assist in the preparation of annual budgets and forecasts for both entities.
- Monitor cash flow across both entities to ensure liquidity.

Staff Management & Systems Improvement:

- Supervise the Finance Assistant, providing guidance on ledger entries.
- Review and improve financial controls and procedures, particularly regarding cash handling in the trading arm.

Collaboration & Communication:

- Provide briefings to staff, residents and trustees in relation to sales KPIs, expenditure, and other relevant financial information.
- Develop good relationships with the Emmaus Cambridge Operations, Catering and Support teams.
- Develop good relationships with local stakeholders such as suppliers, auditors, and HMRC.
- Engage with local homelessness collaborations to ensure that Emmaus Cambridge is represented.
- Work alongside a combination of paid staff, residents, volunteers, corporate volunteers, and other agencies.

General

- Actively participate in regular 1:1 supervision, community and team meetings, and contribute to the overall Emmaus Cambridge community.
- Actively engage in national networks and conversations.
- Commit to continuous learning and sharing best practice across the team.
- Handle sensitive data in line with GDPR and organisational policies.
- Demonstrate appropriate behaviours and live by our values whilst maintaining strong professional boundaries with all staff, residents, and volunteers.
- Adhere to all policies and procedures related to Health and Safety.

JOB DESCRIPTION

Equal Opportunities

Emmaus Cambridge provides equal opportunity for all job applicants and employees and is committed to providing a work environment free of discrimination. We are dedicated to an inclusive culture, and we strive to create a workplace where teams of people with diverse backgrounds, characteristics, perspectives, ideas and experiences work together. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

Scope

Decision-making level	Ensure accurate and compliant financial processes e.g. recording of ledger entries, managing VAT reporting. Review and improve financial procedures and controls.
Financial resources	No direct financial budget responsibility. Oversee and manage a number of financial processes.
Information and material resources	Prepare and present analysis of income streams. Identify and present budget trends. Prepare data for CEO, trustees, auditors and HMRC.
People management	Supervise the Finance Assistant.

Person Specification

Education/Qualifications	Essential	Desirable
Part-qualified accountant (ACCA, CIMA, ACA) or fully qualified AAT	✓	
Fully qualified accountant		✓

Experience	Essential	Desirable
Previous experience in a finance role	✓	
Experience managing management accounts	✓	
Experience working in a not-for-profit (NFP) or small/medium-sized enterprise (SME) environment	✓	
Experience within a charity trading arm or retail setting	✓	
Experience with complex VAT, including partial exemption		✓
Previous line management experience or experience coaching or mentoring staff or volunteers		✓

Person Specification

Skills	Essential	Desirable
Excellent analytical skills	✓	
Excellent communication skills with the ability to share financial data with non-finance staff in a clear way	✓	
Excellent organisational and time management skills to manage deadlines	✓	
Good problem-solving skills	✓	
Excellent IT skills including MS Office	✓	
Able to work effectively under pressure and in a busy environment	✓	
Able to inspire confidence and self-belief, while motivating others	✓	
Approachable, personable, and able to build a positive rapport while maintaining professional boundaries and confidentiality	✓	
Accurate record-keeping skills and report writing with an excellent attention to detail	✓	
Experience with accounting software (e.g., Xero, Sage, QuickBooks)		✓

Personal Attributes	Essential	Desirable
Ability to work well as part of a team and on own initiative	✓	
Self-motivated	✓	
Resilient	✓	
Awareness and acceptance of own limitations	✓	

Person Specification

Knowledge	Essential	Desirable
Strong knowledge of Accounting Standards (FRS 102)	✓	
Proficient in Excel (Pivot Tables, VLookups)	✓	
Understanding of confidentiality and GDPR	✓	
A belief in the potential of each individual and an understanding of the importance of community	✓	
Empathetic and understanding of a wide range of needs and experiences without judgement	✓	
Understanding of Charity SORP		✓
Good knowledge and understanding of the issues facing homeless or disadvantaged people or people with mental health issues and the support services in place to help them achieve positive outcomes		✓

Other	Essential	Desirable
Willing to undertake a DBS check	✓	
Commitment to the aims and values of Emmaus Cambridge	✓	
Holds a full, clean driving licence		✓

TERMS OF EMPLOYMENT

Starting salary:	£32,000 to £35,000 per annum (FTE)
Hours of work:	37.5 hours per week, Monday to Friday
Contract:	Permanent
Probation period:	6 months
Pension:	An auto-enrolment pension arrangement is in place
Holidays:	25 days per calendar year plus bank holidays
Training and development:	Ongoing training and development
Employee Assistance:	24/7 employee assistance scheme is available



APPLICATION PROCESS

To apply for the role, please send your completed application form to jennifer.deacon@emmauscambridge.org by 5pm on Monday 2 November 2026.



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Interviews will be held on Monday 9 November 2026.

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We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

If you would like to find out more about the role, please contact Donna Talbot, Chief Executive, 07500 338477 or donna.talbot@emmauscambridge.org

EMMAUS
Cambridge

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