

7 August 2025

Dear Applicant

Thank you for your interest in the role of Interim Finance Manager at The Bell Foundation. This is an exciting time to join the Foundation as it continues to grow. The Interim Finance Manager will be part of a dynamic team and is pivotal in supporting the Chief Finance Officer (CFO) over the coming 12 months.

This is an exciting opportunity for someone who is motivated by our charitable vision, mission, values, and programmes and who is an experienced and qualified finance person. This is an interim role which will report to and work closely with the CFO. The role is broad in scope and will be responsible for, and provide, all aspects of finance processing, reporting and planning, and will support the CFO in other operational matters and projects which will range from property management to operational policies and include support to the CFO as appropriate for Committee and Board reporting.

The Bell Foundation was established in 2012 and over the last decade has grown significantly and is now recognised as an expert in English as a second or additional language. Our vision is to create opportunities, change lives, and overcome exclusion through language education. We are delivering this vision through two different strategic programmes, targeting children with English as an Additional Language (EAL), and adults who speak English as a Second or Additional Language (ESOL). Through our work we aim to achieve system change to enable better outcomes for many vulnerable groups who use English as an additional language, including women who have been trafficked, prisoners, victims of domestic abuse, unaccompanied asylum-seeking children, refugees, adult asylum seekers, children from economically disadvantaged backgrounds, and migrant workers at risk of exploitation.

The Foundation is located at the prestigious Bell language school, on an attractive spacious green site with parking. We offer a hybrid working model, operate a flexible work policy and have a supportive work environment.

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture. We also welcome and encourage applications from those with lived experience of speaking another language including being a refugee or former asylum seeker.

I hope this pack gives a flavour of our work and the role and I look forward to hearing from you.

Yours sincerely

Dawn Leslie
Chief Finance Officer

About The Bell Foundation

We work to overcome language barriers for people who speak English as an Additional Language in schools, adult learning settings, and the criminal justice system in the UK.

Our vision

Creating opportunity, changing lives and overcoming disadvantage through language education.

Our mission

To achieve our vision, we work with partners on innovation, research, training and practical interventions. By generating and applying evidence, we aim to change practice, policy and systems for children, adults and communities in the UK disadvantaged through language.

Values

- We are independent and impartial with no political affiliations.
- We are authoritative and rigorous in our approach and present clear and balanced evidence.
- We work in partnership with others.
- We champion practical solutions to problems.
- We believe in diversity, valuing difference and tolerance.

Find out more about our work by exploring:

- Our [Annual Report](#)
- Our [Impact Report](#)

bell-foundation.org.uk



The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays.
- Pension scheme:
 - 5% employee/employer matching contributions.
 - Employees can also choose to make their pension

contributions via contributions
via salary sacrifice.

- Options to buy /sell annual leave.
- Dental plan.
- Free eye tests.
- Life assurance scheme.
- Tech scheme.
- Cycle to work scheme.
- Health Assured Employee Assistance Plan.
- Free car parking on-site (Cambridge).
- Subsidised canteen on-site (Cambridge)

How to apply:

To apply for this position please contact Kathryn Van Wyk at kathryn.vanwyk@prs.uk.com

JOB DESCRIPTION

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture.

We welcome applications from all backgrounds, across all protected characteristics and socio-economic status and particularly encourage submissions from those with lived experience of speaking another language.

Job Title	Interim Finance Manager
Organisation	The Bell Foundation
Reports to	Chief Finance Officer (CFO)
Salary	Full-time (4 days will be considered). Salary range £50,000 to £54,600 per annum pro rata.
Start date	Mid-October 2025
Contract term	12 months
Location	Hybrid (Cambridge)
Role Purpose	<p>This role will work closely with the CFO as a key strategic and operational manager, ensuring the completeness, accuracy, and reporting of financial information from the Foundation's systems, covering all aspects of accounts processing, financial reporting, management and planning.</p> <p>The role is broad including support to the CFO for wider operational matters which will range from property management to operational policies, and support on Committee and Board reporting as well as working with the CFO and colleagues to continually review and explore appropriate opportunities for finance and operational system improvements.</p>
Main Responsibilities	<p>Accounts processing</p> <ul style="list-style-type: none">• Check and record supplier invoices, reconcile supplier statements.• Prepare and record sales invoices, reconcile client accounts and resolve payments of invoices when required.• Record employee and Trustee expenses.• Prepare bi-monthly and ad hoc supplier and expense payment runs.• Complete bank reconciliations.• Ensure correct recording and reconciliation of Eventbrite accounts.• Calculate and post all monthly journals including accruals, prepayments, deferred income, intercompany, payroll reconciliations and allocations, and depreciation.• Complete monthly balance sheet reconciliations.• Complete quarterly reconciliations of investment portfolio statements and post the respective journals.• Complete quarterly VAT returns. <p>Financial reporting, management, and budgeting</p> <ul style="list-style-type: none">• Preparation of monthly management accounts and provide variance analysis. Prepare and support the CFO on the calculation of and development of forecasts, and annual budgets.

	<ul style="list-style-type: none"> Assist the CFO with the annual audit and annual report consolidation including disclosure reconciliations. Assist the CFO with the development of financial reporting models and maintain the general ledger ensuring that it is compatible with effective reporting. Support the CFO on the review of financial reports from the trading subsidiary as required. Support and assist the SMT with budget management. Provide support to the CFO on Committee and Board reporting to support decision making as required. <p>Continual finance system improvement</p> <ul style="list-style-type: none"> Working alongside the CFO and the Data and Office Co-ordinator, continually explore opportunities for improvements to finance system use and integrations across other organisational platforms. Explore opportunities to minimise reliance on spreadsheets, whilst maintaining appropriate segregation of duties, data integrity, accurateness, and continuing to provide timely reporting. <p>Operational - Property</p> <ul style="list-style-type: none"> Work with the CFO to ensure the terms of the lease of the Cambridge Site are fulfilled by both landlord and tenant. Support on other property projects including liaising with external contractors as required. <p>Operational - other</p> <ul style="list-style-type: none"> Support the CFO with other financial and operational matters as required. Provide cover for the Data and Office Co-ordinator as required. <p>Other To undertake other duties as commensurate with the post, which the Foundation regards as appropriate.</p>
General	<ul style="list-style-type: none"> To adhere to all statutory regulations and to the Bell Foundation policies and procedures. Protect at all times, the confidentiality of information handled within the remit of the post. Promote and safeguard the welfare of children and young persons you encounter at the Cambridge site. To occasionally work irregular hours and travel within the UK if required.
Compiled by	Chief Finance Officer
Date	August 2025
<p><i>This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder's areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.</i></p>	

PERSON SPECIFICATION

Job Title	Interim Finance Manager
Department	The Bell Foundation
	ESSENTIAL
Experience	<ul style="list-style-type: none"> Professional finance qualification (ACA, ACCA, CIMA or equivalent) Experience of working in a similar role (4+ years) is required.

	<ul style="list-style-type: none"> • In-depth knowledge of financial regulations, statutory accounting and accounting processes. • Demonstrable experience of financial management and accounting principles. • Excellent communication skills and ability to present financial information clearly to all audiences.
Personal Skills/Qualities	<ul style="list-style-type: none"> • Excellent attention to detail and ability to work to a high degree of accuracy. • First class numerical and analytical skills. • Ability to problem solve. • Advanced MS Excel skills and good experience of other Microsoft Office packages. • In-depth experience of accounting packages and online banking tools. • Proven ability to be organised and efficient. Have an aptitude to plan ahead, managing and prioritising a range of tasks with multiple and tight deadlines. • To be proactive and able to act on own initiative. • Excellent interpersonal and communication skills and the ability to interact effectively, listen and work collaboratively and effectively with the Foundation team and at all levels. • Integrity and discretion over confidential information. • Enthusiasm for and commitment to the Foundation's vision, mission and values.
Special Requirements	<ul style="list-style-type: none"> • This role is a hybrid role with occasional travel within the UK • Occasional out of hours working may be required. • A full DBS check is required.
Compiled by	Chief Finance Officer
Date	August 2025