



Young Urban
Arts Foundation

Finance & Systems Lead

Young Urban Arts Foundation (YUAF)

Part-Time – Approx. 1 Day Per Week

Hybrid / Remote

£8,000–£11,000 per annum

About YUAF

Young Urban Arts Foundation exists to unlock opportunity for young people through creativity.

We create real-world pathways into the creative industries — building confidence, skill and professional access for young people who might otherwise be overlooked.

As our programmes grow in ambition and reach, so must our financial infrastructure.

We are now looking for a highly capable, detail-driven Finance & Systems Lead to take ownership of our day-to-day financial management and strengthen the systems that sit behind our impact.

This is a small-hours role with significant responsibility.

The Role

This is not passive bookkeeping. You will be the person responsible for ensuring our finances are accurate, timely, compliant and clearly reported.

You will own our Xero system, manage payroll and supplier payments, track restricted grants, and produce monthly management accounts that give clarity to the CEO and Trustees

Key Responsibilities

1. Xero Ownership & Financial Systems

- Full ownership and advanced use of Xero
- Maintain accurate and up-to-date financial records
- Manage live cashflow forecast (Excel)
- Manage the chart of accounts aligned with funding streams
- Ensure income and expenditure are correctly coded
- Maintain project and cost centre tracking
- Complete monthly bank reconciliations

2. Payroll & Payments (Direct Responsibility)

- Run monthly payroll for staff and freelancers
- Ensure accurate PAYE submissions and HMRC compliance
- Administer pension contributions
- Process supplier invoices and payments in a timely manner
- Maintain clear payment approval processes
- Ensure strong financial controls around expenditure

This role will directly manage payroll and supplier payments, not just oversee them.

3. Management Accounts & Reporting

- Produce monthly management accounts
- Prepare budget vs actual variance reports
- Highlight risks, overspend or underspend clearly
- Support CEO in maintaining 12-month cashflow visibility
- Support CEO in producing annual budgets
- Prepare finance reports for quarterly Board meetings

4. Restricted Grant & Budget Tracking

- Track restricted and unrestricted income clearly
- Monitor spend against individual grant budgets

- Ensure compliance with funding conditions
- Support programme leads in understanding available budgets
- Prepare financial reporting schedules for funders

5. Year-End & Governance

- Prepare year-end reconciliations and schedules
- Liaise with Independent Examiner
- Maintain SORP-aligned financial records
- Support Board Treasurer with financial oversight

6. Process Improvement & Streamlining

- Review and strengthen internal financial controls
- Improve efficiency of financial workflows
- Implement appropriate automation within Xero
- Create clearer financial visibility across the organisation
- Ensure systems are scalable as YUAF grows

Who We're Looking For

You are:

- An advanced Xero user (essential)
- Experienced in charity finance
- Confident managing restricted grants
- Comfortable running payroll independently
- Experienced in processing supplier payments
- Strong at producing management accounts
- Detail-focused and organised
- Calm, reliable and solutions-oriented

You may be AAT qualified or Qualified by Experience (QBE).
Chartered status is not required, but charity experience is essential.

What Success Looks Like

- Payroll runs accurately and on time
 - Suppliers are paid professionally and consistently
 - Clean, reconciled Xero system
 - Clear monthly financial reporting
 - Trustees feel confident in financial oversight
 - Year-end examination runs smoothly
 - Financial processes feel stable, not reactive
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Why This Role Matters

Our creative work is bold and youth-led. Our financial management must be steady and trusted.

This role ensures that every grant is tracked, every payment is accurate, and every decision is grounded in clarity. Strong financial stewardship enables sustainable impact.