



Candidate Pack



Job Title: Grant Accountant

Location: Hybrid (London, Birmingham, Southampton, Cardiff, Belfast, Glasgow, Manchester)

Contract type: 6-Month Fixed-Term Contract (with potential for extension) – 3 days per week

Salary: £36,000–£38,000 FTE (pro-rated to 3 days per week, depending on experience)

About us

At Money Ready, we envision a financially fluent population. We teach practical money management skills through impactful financial education programmes - from budgeting and saving to investing.

Across all four UK nations, our team shares a passion for financial inclusion and a culture of innovation, inclusivity, and collaboration. If you're looking to make a meaningful difference while growing both personally and professionally, Money Ready could be the perfect fit for you.



Our vision

A financially fluent population

Our mission

We bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they start.



Our values

Young at heart, serious in intent.

Stories are the best means of education.

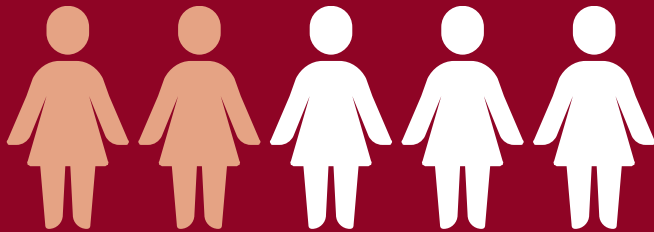
We live in the real world.

These values underpin all that we do - shaping how we support young people and adults, collaborate as colleagues, and deliver work that has lasting impact. Working at Money Ready means contributing to something meaningful, in an organisation that values both purpose and people.



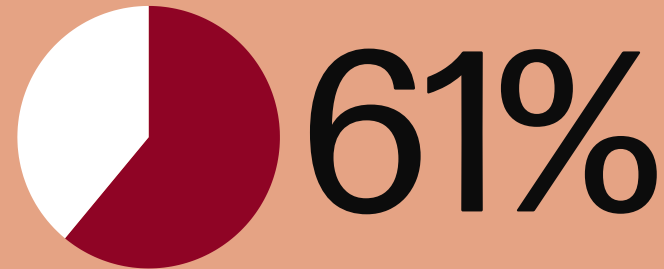
The need

Poor financial literacy is central to many problems people face today, including rising mental health issues, homelessness and unemployment. We're here to change that.



Only 40% of young people aged 16-24 feel confident managing their money, compared to 82% of over-64s.

Source: Financial Literacy and Entrepreneurial Skills, 2024, Money Ready & Visa



of young people do not recall receiving any financial education in school.

Source: Compare the Market and Money Ready, 2023

Our work across the UK

Money Ready continues to grow its national presence, delivering financial education across all four nations of the UK.

From rural Scotland to the south coast of England, and from communities across Wales to towns in Northern Ireland, our dedicated regional teams deliver in-person sessions tailored to local needs, alongside virtual options where appropriate.

During the 2023–24 academic year, we supported 52,960 individuals through our engaging and accessible financial education programmes - empowering people to build brighter financial futures.



The role

Grant Accountant

This is a specialist six-month contract role (with potential for extension), working three days per week, for an experienced grant accounting professional. The Grant Accountant will take ownership of preparing grant information for proposals and reports, maintaining robust grant compliance, as well as setting up Money Ready's procurement structure for schools team. Once the procurement framework is established and operational, responsibility for day-to-day procurement will transfer to the Finance Assistant. The role bridges transactional grant and procurement processes and the organisation's strategic finance function.



Key responsibilities:

Grant Accounting and Proposals

- Prepare detailed financial information for grant proposals, including budget construction, cost modelling and narrative financial justification
- Prepare and submit accurate donor financial reports and grant claims in line with funder requirements and deadlines
- Maintain restricted and unrestricted fund schedules, tracking grant budgets versus actuals and reporting variances to the Head of Finance & Operations
- Ensure all grant expenditure is correctly coded in line with donor rules and Charity SORP requirements
- Maintain grant documentation and compliance evidence files to support audit readiness
- Work closely with the fundraising team, providing financial data and challenge on donor budgets within proposals

Key responsibilities:

Procurement Structure Set-Up

- Design and implement Money Ready's procurement framework, including policy, supplier due diligence, purchase order workflow, and contract register
- Onboard suppliers, establish due diligence records, and ensure procurement activity aligns with Money Ready's values and financial controls
- Support tendering processes and contract renewals during the contract period
- Handover all procurement structures, processes, and documentation to the Finance Assistant once the framework is fully operational, ensuring a smooth transition

Finance & Month-End Support

- Prepare month-end reconciliations for projects and funding

Person specification:

Experience

- Substantial experience preparing grant financial information for proposals and reports, including budget construction and funder-facing financial narrative
- Proven track record of grant compliance, donor reporting and managing restricted fund schedules within a charity or not-for-profit environment
- Experience designing or implementing a procurement framework, including supplier onboarding, purchase order processes and contract management
- Experience of month-end reconciliations, audit schedules, and supporting external audit

Qualifications

- Part-qualified accountant – ACCA, CIMA, ACA or equivalent
- AAT Level 4 (or equivalent experience) considered where substantial grant and procurement experience is demonstrated

Person specification:

Systems

- Experience of Sage Intacct is highly desirable; candidates with experience of other cloud-based finance systems will be considered
- Strong Excel skills; familiarity with Salesforce is an advantage.

Skills & Attributes

- Analytical and highly detail-focused, with strong organisational and prioritisation skills
- Ability to interpret and communicate financial data clearly to non-finance colleagues and funders
- Self-starter able to work independently and manage competing priorities within a part-time contract
- Commitment to process discipline, cross-team communication and knowledge transfer

Money Ready is committed to safeguarding and promoting the welfare of children and adults at risk. Appointment to this role will be subject to satisfactory references and the appropriate level criminal record check (PVG).



Benefits

- 25 days per year annual leave, pro rata full time equivalent (plus bank holidays) and scheduled Christmas-New Year break
- Pension scheme
- Income protection insurance
- Death in service insurance
- Cycle-to-work scheme
- Annual training allowance
- Enhanced maternity, paternity and adoption leave and pay
- Flexible working policy
- Hybrid working policy
- Season ticket loans
- Cash Health plan



Important dates

- **Application deadline:** 12pm on Monday 5th October 2026
- **Round 1 interviews:** 8th October 2026 (online)
- **Round 2 interviews:** 13th October 2026 (in person, London)



How to apply

To apply for this role please:

1. [Click here to access our vacancies site](#)

2. Enter your details and submit a **CV and supporting statement (max. 2 pages)** that outlines how you meet the criteria for the role and your interest in Money Ready.

If you require any adjustments throughout the recruitment process, please contact Money Ready HR at jobs@moneyready.org

If you have any other questions about the application process, please contact Money Ready HR at jobs@moneyready.org





Money Ready
Make money make sense

