



Pet Blood Bank UK

Finance Manager

Table of Contents

The Company..... 3

The Role.....4

Job Description.....5

Preferred Candidate.....6

Remuneration.....7

Recruitment Process.....8



The Company

Pet Blood Bank UK (PBB) is the only charity of its kind providing a nationwide blood service for dogs across the UK. Established more than 17 years ago, it operates as the veterinary equivalent of the human blood service. Working with dog owners who voluntarily register their pets as donors, PBB runs donation sessions across six regions: Scotland, Northeast, Northwest, Southeast, Southwest, and the Midlands. Once collected, donations are transported to the charity's processing centre in Loughborough, where they are separated into red cells and plasma before being supplied to veterinary practices nationwide.

The charity's values – Caring, Pioneering, and Real – are central to how it operates. These principles guide decision-making, donor welfare, customer relationships and internal culture, ensuring a supportive and purpose-led environment. PBB maintains a strong reputation for compassion, operational excellence, and integrity.

PBB comprises approximately 46 permanent staff, supported by more than 100 sessional veterinary professionals who help deliver donation sessions across the UK. The organisation continues to grow year on year, supported primarily through charging veterinary customers at cost for its lifesaving products, supplemented by fundraising and occasional legacy income. With ambitious plans underway – including expansion into feline blood services and several significant organisational projects – PBB is entering an exciting and transformative phase.



The Role

-  Job Title: Finance Manager
-  Location: Dunfermline (Hybrid Working)
-  Reports to: Managing Director

This role centres on the leadership and delivery of all core finance and financial operations across Pet Blood Bank UK (PBB). Reporting directly to the Managing Director, the Finance Manager sits on the Senior Management Team (SMT) and plays a pivotal role in supporting organisational strategy, financial planning, risk management and operational effectiveness.

The Finance Manager has direct oversight of the Finance Assistant, Customer Services Manager (based remotely in Loughborough), and the Product & Project Supervisor. They are responsible for ensuring the smooth, accurate and compliant running of the charity's finance function, including payroll, management accounts, cashflow forecasting, statutory reporting, budgeting and audit preparation. The role also requires close collaboration with colleagues across the organisation, including the SMT, trustees, external auditors and operational teams.

Candidates must be comfortable taking full ownership of the finance function without an internal Finance Director above them, acting as the organisation's principal source of financial expertise. The position combines hands-on responsibility with strategic influence and is well-suited to someone who thrives in a values-driven, growing charity environment. Hybrid working and monthly travel to Loughborough are required.

Job Description

This is an integral role in the organisation and will be highly visible. Someone who is organised, has excellent attention to detail, a strong technical background with a drive for success would thrive in this role.

The role will have primary responsibility for the following:

- Lead the day-to-day operation of the Finance Department ensuring all activities are completed accurately and on time.
- Line-manage the Finance Assistant, Customer Services Manager and Product & Project Supervisor, ensuring effective delivery against annual plans.
- Produce monthly and quarterly management accounts, financial reports and cashflow forecasts for SMT and Trustees.
- Oversee payroll, supplier payments, debtor management, VAT returns and compliance with HMRC, OSCR, the Home Office and the VMD.
- Maintain robust balance sheet reconciliations, financial records and general ledger integrity.
- Lead annual budget preparation, consolidating inputs from across the organisation in line with timelines.
- Support Customer Services on escalated supplier and customer financial queries.
- Prepare year-end audit files and liaise with external auditors to ensure timely completion.
- Contribute to SMT strategic discussions, attending meetings in Dunfermline, Loughborough and via Zoom.
- Uphold organisational values and compliance requirements, including participation in charity events and Good Manufacturing Practice (GMP)



Preferred Candidate

The ideal candidate will be an experienced finance professional with the technical capability and confidence to lead on all aspects of finance. They will bring experience gained across multiple organisations or sectors, providing the breadth of insight needed to operate effectively without an internal Finance Director. They will be hands-on, accurate, organised and driven by purpose.

They must demonstrate strong financial control, excellent communication skills and the ability to work collaboratively with colleagues across different sites. Experience managing and developing staff is essential, as is comfort with remote management. This role will appeal to someone who values both operational responsibility and strategic contribution, and who is motivated by supporting a charity with genuine social impact.

Mandatory Requirements

- Professional accounting qualification or significant equivalent experience.
- Strong operational finance experience including payroll and management accounts.
- Experience with Sage 50 and Sage Payroll.
- Proven line management ability.
- Confident operating without an internal FD and providing senior financial guidance.

Preferred Requirements

- Experience within a charity or SME environment.
- Background spanning several organisations.
- Experience supporting customers or managing debtor relationships.
- Strong Excel skills and financial analysis capability.
- Experience supporting organisational projects or change initiatives.

Remuneration

Salary & benefits: £45,000 – £55,000 FTE

Working Format: Full time or part-time (30–37.5 hours), hybrid working with 3–4 days per week onsite in Dunfermline.

Pet Blood Bank UK offers a supportive, values-led working environment where staff wellbeing and organisational mission are deeply connected. The charity is flexible around working patterns and welcomes applications from experienced candidates seeking either full-time or reduced-hours arrangements. Additional benefits include participation in a values-driven culture, involvement in meaningful organisational projects and the opportunity to make a direct impact on lifesaving services.



Recruitment Process

iMultiply is committed to promoting equality, diversity and inclusion throughout all recruitment processes. We welcome applications from candidates who may not meet every requirement but can demonstrate the capability, motivation and values alignment to succeed.

First Stage:	Video interview with iMultiply exploring experience, motivations and alignment.
Second Stage:	Interview with Pet Blood Bank UK focused on technical skills, organisational fit and values alignment.

Consulting Lead:

All applications should be sent to Andrew Robinson, Associate Director at iMultiply.

Any direct or third-party introductions will be forwarded to iMultiply for assessment



andrewrobinson@imultiplyresourcing.com



[Andrew Robinson](#)



07592203