



Finance Manager

Recruitment Pack

Closing Date: 12 noon, Friday 13th March 2026

Interview Date: Tuesday 24th and Thursday 26th March 2026 (PM)

Reference: FM/FEB/26

www.salfordcvs.co.uk

Welcome from our Chief Executive

Hi, thanks for considering a role at Salford CVS.

Salford CVS has a long and proud history of making a difference in Salford – we were established in 1919!

I've been in post since 2013 and during that time I have led the development and diversification of the organisation and what we do. Alongside prioritising delivery of all the key services associated with a CVS and Volunteer Centre, we also lead / participate in a wide range of other activities and programmes in Salford and across Greater Manchester.

I'm telling you all this because I'm keen to employ someone for this role who cares as much about this city, our sector, the diversity of our work and the people who live and work here as we all do.

We have a vibrant and multi-skilled team of paid staff here at Salford CVS, ably supported by our Board of Trustees and other volunteers.

Our values of Passion, Innovation, Quality, Cooperation, Diversity and Impact and associated commitments are central to everything we do.

Our team of circa 50 paid staff come from a variety of backgrounds and experiences; what unites us all are those values and our commitment to our mission of ['Making a Difference in Salford'](#).

Please also see our current [Strategic Plan \(2025 - 2028\)](#).

Thank you for your interest – and I really do hope you will consider becoming a member of the Salford CVS team. Good luck with your application!

Regards,

Alison Page

Chief Executive, Salford CVS

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Introducing Salford CVS

Thank you for your interest in the role of **Finance Manager** here at Salford Community and Voluntary Services (Salford CVS). We want applicants to be able to understand who we are as an organisation and to be able to demonstrate how their skills and experience meet the requirements of the advertised role. We have provided you with information and guidance to help you through the process, but should you have any difficulties please do not hesitate to contact recruitment@salfordcvs.co.uk

The Benefits of Working for Salford CVS

- 28 days' holiday - rising to 30 days (after five years), plus Bank Holidays (pro rata for part-time)
- Enhanced company sick and maternity pay, subject to terms and conditions of service
- Pension scheme - with 7% employer contribution (and 1% mandatory employee contribution)
- Cycle to Work scheme
- Membership of the Hospital Saturday Fund via an employer subsidised scheme (optional and non-contractual)
- RHS family membership (optional and non-contractual)
- Development opportunities - we support and encourage our staff to progress in their careers (including formal training)
- A supportive working culture - we respect and support one another to do the best we can

We are an [accredited Living Wage Employer](#), Living Hours Employer and Living Wage Funder, ensuring not just our staff are paid the real Living Wage but also that any projects we fund can do the same.

Conflicts of Interest

Salford CVS staff are not permitted the volunteer for voluntary, community or social enterprise organisations based and / or active in Salford. This is to ensure that we are seen as impartial as the local infrastructure organisation for the VCSE sector in Salford and that our staff do not encounter any prejudicial conflicts of interest.

Information specific to the post

This is a **newly created role**, introduced to strengthen the financial management capacity of Salford CVS as we continue to grow and support an expanding range of programmes across the city. As Finance Manager, you will play a key role in shaping how the finance function develops, with opportunities to influence systems, improve processes and contribute to long-term organisational effectiveness.

You will be joining a **supportive, friendly and collaborative finance team**, working closely with colleagues who value professionalism, problem-solving and continuous improvement. As part of a wider organisation with a strong values-driven culture, you can expect an inclusive, welcoming environment where staff work together to make a real difference in Salford.

Full training will be provided to familiarise the post-holder with Salford CVS' financial systems, including Aqilla and Sharperlight, alongside ongoing support for professional development.

To get a fuller flavour of our work, we recommend that candidates look at our website <https://www.salfordcvs.co.uk/>

If you would like to know more about the role, please email recruitment@salfordcvs.co.uk

Applications and interviews

If you would like to apply for the position of Finance Manager, please submit your application via email to recruitment@salfordcvs.co.uk by 12 noon on Friday 13th March 2026.

Interviews will take place **in person** at Salford CVS' offices in Eccles on Tuesday 24th and Thursday 26th of March 26 (PM).



Job Description

Job Title: Finance Manager

Grade: NJC Point 31 - £25,062.60 per annum (FTE £41,771)

Hours: 22.5hrs per week (excluding breaks)

Days: To be worked over 3-4 days, one day must include a full day on a Monday (core hours are worked **between** 8am - 10am and – 4pm - 6pm Monday to Friday)

Contract: Permanent contract, subject to funding and the successful completion of a 6-month probationary period

Responsible to: Director of Finance and Resources

Place of work: In person at Salford CVS' offices in Eccles, Salford, M30 0FN.

Main Purposes of the Post

The Finance Manager will play a key role in strengthening Salford CVS's overall financial management and organisational effectiveness. Working closely with the Director of Finance & Resources and the finance team, the postholder will lead the finance function, ensuring that robust financial systems, processes and controls are in place to safeguard the organisation and enable informed decision-making.

They will provide high-quality financial insight, maintain the integrity of financial information, and oversee the delivery of accurate and compliant financial operations—including payroll, management reporting and audit preparation.

The Finance Manager will also contribute to the continuous development of the finance team and ensure the organisation's financial practices support its mission, values and long-term sustainability.

Main duties of the role:

1. Financial Reporting & Management Accounts

- Produce accurate and timely quarterly management accounts, including all supporting schedules and reconciliations.
- Provide clear financial insight and analysis to the Senior Management Team and Management Team to support organisational decision-making.
- Support robust project monitoring through the preparation of detailed project-level reports for managers and funders.

2. Budgeting & Financial Planning

- Support the annual budgeting process, including entering budgets into the Aqilla finance system and updating records as programmes evolve.
- Monitor organisational and project budgets throughout the year, highlighting risks, variances and opportunities for improvement.
- Prepare costings for funding bids, tenders and proposals to ensure full cost recovery and sustainable delivery.

3. Financial Controls & Systems Integrity

- Maintain the accuracy and integrity of all financial data within Aqilla and Sharperlight.
- Ensure strong internal financial controls are operating effectively across all finance processes.
- Identify and implement improvements that enhance efficiency, accuracy and compliance.

4. Payroll & Income Management

- Oversee the full monthly payroll cycle for Salford CVS, ensuring all calculations are accurate and compliant with current legislation.
- Manage the end-to-end monthly invoicing process, maintaining all payment schedules and supporting robust income tracking.
- Oversee the delivery of a compliant payroll service for VCSE organisations in Salford.

5. Audit & Year-End Reporting

- Prepare supporting documentation, reconciliations and adjustment schedules for the annual statutory audit.
- Produce draft year-end financial statements for review by the Director of Finance & Resources.

6. Team Leadership & Development

- Line manage the Finance Officer, supporting their professional development and ensuring the team maintains up-to-date knowledge and skills.
- Promote a collaborative, supportive and solutions-focused working culture within the finance function.

7. Credit Control & Financial Stewardship

- Manage the accounts receivable function to ensure the timely collection of income while maintaining positive relationships with partners and funders.
- Uphold the accuracy, completeness and integrity of the organisation's financial records at all times.

Generic responsibilities (all Salford CVS staff)

8. Attend and actively participate in regular staff team meetings
9. Support Salford CVS's response to an emergency in Salford, for example by setting up a rest centre
10. Attend and contribute to regular line management sessions with your designated line manager
11. Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
12. Write and submit a detailed monthly report to the Chief Executive of Salford CVS and to your line manager
13. Manage your own time and workload effectively, whilst also working as part of a wider team
14. Promote the mission, vision, values, and strategic priorities of Salford CVS
15. Fulfil all responsibilities in accordance with Salford CVS' policies and procedures, as set out in the Terms and Conditions of Employment and in related policy documents; and, actively implement and promote Salford CVS' Equal Opportunities Policy
16. Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
17. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
18. Undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive of Salford CVS

This job description is intended as an outline of the general areas of activity and responsibility for the post-holder and may be amended considering the changing needs of Salford CVS.

If you have questions regarding this post, please email recruitment@salfordcvs.co.uk

Person Specification

PS Ref	Skills and Experience; Abilities and Aptitude Knowledge and understanding	Essential (E) Desirable (D)	Indicator Application, Interview, Test
Skills, Knowledge and Experience			
1	Knowledge of charity accounting principles, including restricted and unrestricted funds, fund accounting, and relevant Charity SORP expectations.	E	A, I
2	Strong experience in producing management and annual accounts, and all associated schedules and financial documentation.	E	A, I
3	Experience developing and managing organisational budgets and project finances.	E	A, I, T
4	Significant experience of internal financial controls	E	A, I
5	Experience in credit control.	E	A, I
6	Proven experience maintaining accurate financial records and using finance/reporting systems such as Aqilla and Sharperlight, including creating management reports to meet the needs of the wider team	E	A, I
7	Excellent accuracy, attention to detail and ability to analyse financial data and produce clear reports	E	A, I, T
8	Line management experience, with the ability to support and develop finance team members	E	A, I
7	Significant experience of UK payroll processes and legislation.	E	A, I
8	Ability to manage workload effectively, prioritise tasks and meet deadlines in a busy environment	E	A, I
9	Strong ability to work collaboratively while maintaining confidentiality and professional standards.	E	A, I

10	Ability to identify opportunities to improve financial systems and processes	E	A, I
11	Experience of working for a registered charity in their finance department	E	A, I
Approach and attitude			
12	Proactive, flexible and solution-focused approach	E	A, I
13	A commitment to equality of opportunity for all	E	A, I

All Staff

Willing and able to work from our office premises in Eccles, Salford	Essential	You will be asked to answer Yes or No on your application form
Able to work flexibly – including outside of core hours on occasion (early mornings, evenings and weekends)	Essential	
Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	Essential	
Commitment to always adhering to all of Salford CVS' policies and procedures, including Health & Safety and Equal Opportunities	Essential	
Willingness to support emergency response activities in Salford, some of which may be outside normal working hours, e.g. setting up a rest centre	Essential	
Willingness to undertake a DBS check (if necessary)	Essential	
Willingness and ability to undertake travel throughout Salford and GM for work-related meetings and events	Essential	
Willingness to undertake any other duties as appropriate to the nature and grading of the post	Essential	

How to apply and selection process

Salford CVS aims to ensure that comparison between applicants for posts is thorough, fair and in line with our equal opportunities policy. It is therefore essential that you complete the application form fully as it will be used to assess whether you are shortlisted for interview.

All applicants are advised to read fully the job description and person specification for the post before completing the application form.

The application form is separated into three parts. Part A and Part C will be separated from the application before distribution to the recruitment panel. Your application will then be assessed against the responses you provide in Part B. Please ensure you match your responses in Part B to

the requirements of the person specification that are indicated for assessment in the application form (points 1 – 13) and ensure you number your answers accordingly.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. We therefore do not ask for academic or professional qualifications unless we really do believe that they are essential to the specific role.

Please do not send us a separate CV or any additional information that we have not asked for. We will only consider candidates who have completed the application form. If there is insufficient space in one or more of the boxes, you may attach supplementary sheets provided they are headed with your name and the position you are applying for.

Please use black ink or print when completing the application form. If completing electronically, please use Arial font 12.

Eligibility to Work in the UK

Salford CVS complies fully with the guidance issued by UK and Visa Immigration to ensure the prevention of illegal working in the UK. All job applicants are required to demonstrate their entitlement to work in the UK by providing one or more of the documents specified by UKVI before taking up post. The organisation does not sponsor job applicants from outside the European Economic Area. However, it may offer employment for those who hold either a Tier 4 or Tier 5 visa subject to any applicable restrictions. Those whom we employ who have been granted visas are kept under review to ensure they remain entitled to hold employment in the UK.

Deadline for receipt of applications

This vacancy closes on Friday 13th March 2026

Structure of the Application Form

The application form consists of **three parts**:

Part A – Personal Information. This section is separated from the rest of your application before it is shared with the recruitment panel. It plays no role in shortlisting.

Part B – Supporting Information. This is the key section used to assess your suitability for the role. Your answers must directly address the criteria listed in the person specification (e.g. numbers 1-13). If you are competing a paper application form, please number your responses clearly so assessors can easily match them to the criteria.

Part C – Equalities Monitoring Form. This is submitted separately; via a link you will receive after completing your application. It is not seen by the recruitment panel.

Application Format

Paper (MS Word) application -

- ✓ If completing by hand: Use black ink
- ✓ If completing electronically: Use Arial, font size 12

Acknowledgement of receipt

Email applications will be acknowledged when we receive them.

Interviews will be held in person on: **Tuesday 24th and Thursday 26th March 2026** (PM) at Salford CVS offices in Eccles. Please note, if successful you will be asked to attend **one** of these dates.