



SUPPORTER



Recruitment Pack

Senior Finance & Operations Officer

Closing Date: Sun. 27th September

Interview Date: WC 5th October

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

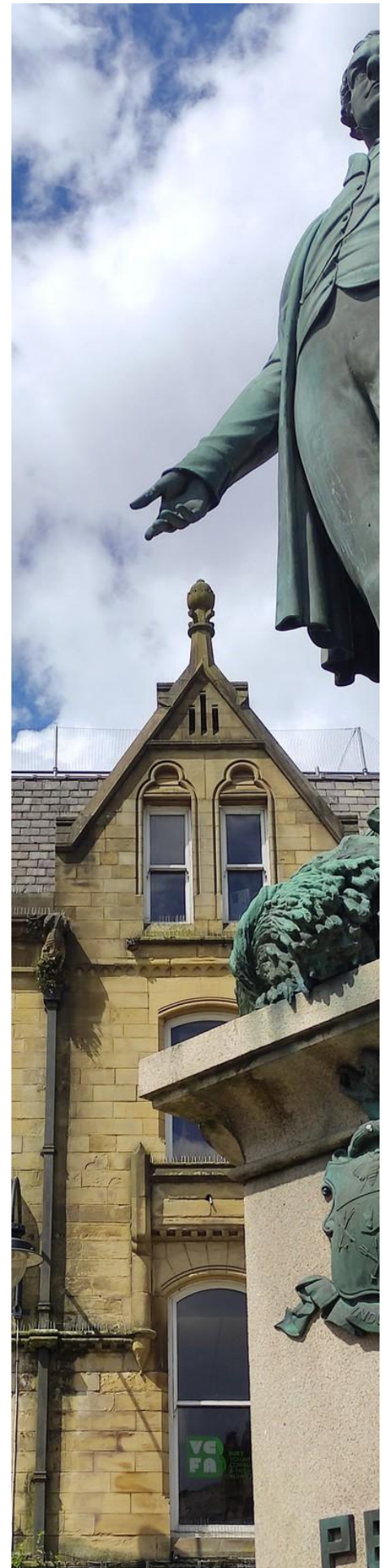
Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes, including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work and what we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.



We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

How we work

Our vision is simple. All our work is focused on

“Improving the lives of local people”

How we work both as an organisation and as individual staff members is captured in three key principles



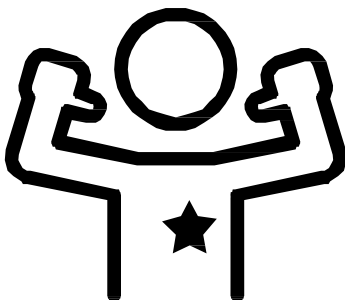
We're Collaborative

- We work together to create solutions
- We are open to new ideas and ways of working
- We are a movement - connecting groups and communities



We have Integrity

- We bring together a range of knowledge and expertise
- We are a trusted safe pair of hands, delivering a high quality service



We are Proud

- We are proud to be part of Bury and the communities we serve
- We are passionate about our communities, the sector and the people of Bury

**At Bury VCFA we
offer a range of
benefits to ensure
you feel supported
and connected**



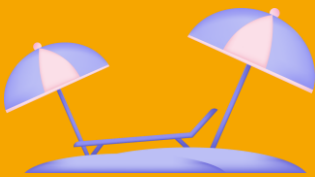
**35 hour full time
working week**



**Flexible working
policy**



**Real Living
Wage Employer**



**25 days annual leave
plus bank holidays
(pro rata)**



**Additional holidays
for continuous service**



**Training and
development
opportunities**



**IT resources to keep
you connected**



**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Access to our Hospital
Saturday Fund plan**

Senior Finance and Operations Officer	
Salary	£30,870
Hours of Work	Full Time (35hrs per week)
Contract	Permanent
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Office Based
Responsible to	Chief Officer
Responsible for	Finance Officer (part-time)
Special Conditions	Occasional evening or weekend work
Area of Work	Bury

The Senior Finance and Operations Officer plays a key role in supporting the smooth and effective running of Bury VCFA's finance and operational functions. Working closely with the Chief Officer, the postholder will take responsibility for day-to-day financial processes and operational administration. This role provides an important bridge between strategic oversight and operational delivery, ensuring high standards of financial accuracy, compliance, and organisational support.

Who we're looking for

We are looking for a highly organised and financially confident individual with strong attention to detail and experience working in a busy office or finance environment. You will be comfortable supervising staff, managing competing priorities, and working collaboratively across teams.

You will be someone who:

- Has solid experience in finance administration and operational support
- Is confident supporting budgeting, monitoring, and financial reporting processes
- Has experience maintaining a safe, compliant and effective working environment for staff, tenants and visitors.
- Has strong organisational and problem-solving skills
- Is committed to Bury VCFA's values and mission

Main responsibilities

Finance and Financial Control

- Overseeing the day-to-day financial operations of the organisation including invoicing and payments to suppliers and grant recipients, payroll and monthly submission of data (via external payroll provider), expenses, pensions administration and oversight of bank accounts.
- Maintain accurate financial records, overseeing financial data and systems of the organisation and the use of QuickBooks.
- Maintain accurate asset registers.
- Produce monthly reconciliations, support cashflow monitoring and prepare management information including budget monitoring to support organisational decision making.
- Support annual budget preparation and forecasting processes, providing financial information and analysis as required.
- Assist and support end of year processes including preparing information for financial audit.
- Ensure financial procedures and internal controls are followed consistently
- Maintaining all contract and grant agreement records, ensuring all documentation remains up-to-date.
- Support the role of Bury VCFA as a trusted grant giver by supporting panel processes, maintaining accurate records and ensuring timely payments.
- Support procurement activity and ensure value for money is demonstrated in purchasing and contract renewal decisions.

Operations, Facilities and Systems

- To manage Bury VCFA facilities, ensuring they are safe to use by our staff, volunteers, visitors and tenants.
- To be the first point of contact for our tenants and liaising with the landlord as required.
- Maintain organisational compliance schedules and coordinate statutory inspections, including health and safety, fire safety, insurance, building compliance and other regulatory requirements.
- Ensure the smooth running of the office, overseeing office supplies as required and maintenance of office systems and equipment.
- Be the first point of contact for our IT and database providers, escalating issues as required.
- Overseeing marketing of and hiring out of our facilities to support income generation opportunities for the organisation.
- Identify opportunities to improve organisational systems, processes and controls to enhance efficiency and reduce risk.

Governance, Compliance and Risk

- Support the Chief Officer in ensuring good governance of the organisation including date setting for all board meetings including Finance and HR sub meetings, compiling and distribution of board meeting papers and minute taking.
- Assist in preparing information for AGM and ensure accurate minutes are taken for governance purposes.
- Ensure that company policies and procedures and relevant legislation or regulations are followed, health and safety and internal safety checks including risk assessments are completed and ensuring accurate records management.

- Lead the monitoring and maintenance of organisational risk registers and operational risk assessments, escalating concerns to the Chief Officer and relevant Board committees.

People and Organisational Support

- Liaise with our HR provider to manage and maintain our HR online platform and ensure staff are supported to use the self-serve system.
- Supporting recruitment, appointment and induction of Bury VCFA staff.
- To provide oversight of team meetings, ensuring dates are set, agendas are clear and shared and actions are tracked
- Support organisational learning and staff development processes as required e.g. booking training, maintaining records etc.

Person Specification

Skills
Strong written and verbal communication skills – with a high level of accuracy and attention to detail.
Organisation & Prioritisation - Good planning and time management skills, with the ability to manage competing demands.
Management Skills - able to lead a small staff team with a collaborative and supportive approach to line management and personal development.
Strong financial administration skills, including invoicing, payment processing and maintaining accurate financial records.
Able to support budget monitoring and financial reporting
Able to manage a dynamic office environment, including facilities, office systems, and supplier relationships, with due consideration to business needs and compliance requirements.
Proactive approach to problem solving with the ability to respond quickly and efficiently to any issues that may arise.
Confidence in using digital technology, including accounting software (preferably QuickBooks), office applications, and database systems.
Desirable – Appropriate qualification in finance or accounting (e.g. AAT, ACCA) or studying towards

Knowledge
Good financial knowledge and understanding, including financial regulations, compliance and internal controls (preferably within the charity / voluntary sector)
Knowledge of operational compliance requirements including buildings management, health and safety, data protection and other statutory compliance for office-based environments.
Understanding of human resources administration - awareness of HR processes, the ability to liaise effectively with external HR providers and support internal systems.
Desirable - Working knowledge of charity governance, trustee responsibilities and Charity Commission requirements.
Desirable – Familiarity with grant administration processes

Experience
Experience managing day-to-day financial operations, including invoicing, payroll (via provider), bank account oversight, and expense management.
Experience supporting budget monitoring or financial reporting
Hands-on experience overseeing office operations and supplier contracts, including room bookings and liaising with IT/database support.
Previous responsibility for ensuring compliance with policies, internal procedures, and relevant external legislation.
Experience in supporting recruitment, induction, and general HR administration.

Experience supporting governance processes, board meetings, committees or senior leadership teams.
Experience using a range of digital systems including accounting software, Microsoft 365, databases and cloud-based business systems.
Experience of supervising, coordinating or line managing staff, volunteers or contractors.
Desirable - Experience within a charity or non-profit organisation.

Behaviours
A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
A commitment and ability to demonstrate Bury VCFA organisational values – Integrity, Collaboration and Pride
A commitment to maintain and deliver a positive and high-quality experience for customers and stakeholders
Able to represent Bury VCFA with pride, positively reflecting our work within the community
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
A commitment to your own personal training and development.
Able to work flexibly – including evenings and weekends.

Other Duties
To take responsibility for individual administration, attend team meetings and mandatory training.
To act as a primary key holder for Bury VCFA, supporting access to the building during normal working hours.
To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.

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 Bury VCFA.

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- An equal opportunities form
- Please return your CV and supporting statement to recruitment@buryvcfa.org.uk by midnight Sunday 27th September 2026.
Interviews will take place WC 5th October at VCFA Offices (in person).

For an informal discussion regarding the role please contact: Helen Tomlinson, Chief Officer, Bury VCFA. Tel 0161 518 5550 or email Helen.Tomlinson@buryvcfa.org.uk