

Could you make a positive difference to young people in Cumbria through your dedication, enthusiasm and commitment?



## FINANCE AND OPERATIONS MANAGER (MATERNITY COVER)

### JOB DESCRIPTION & PERSON SPECIFICATION

**REPORTS TO:** Chief Operating Officer

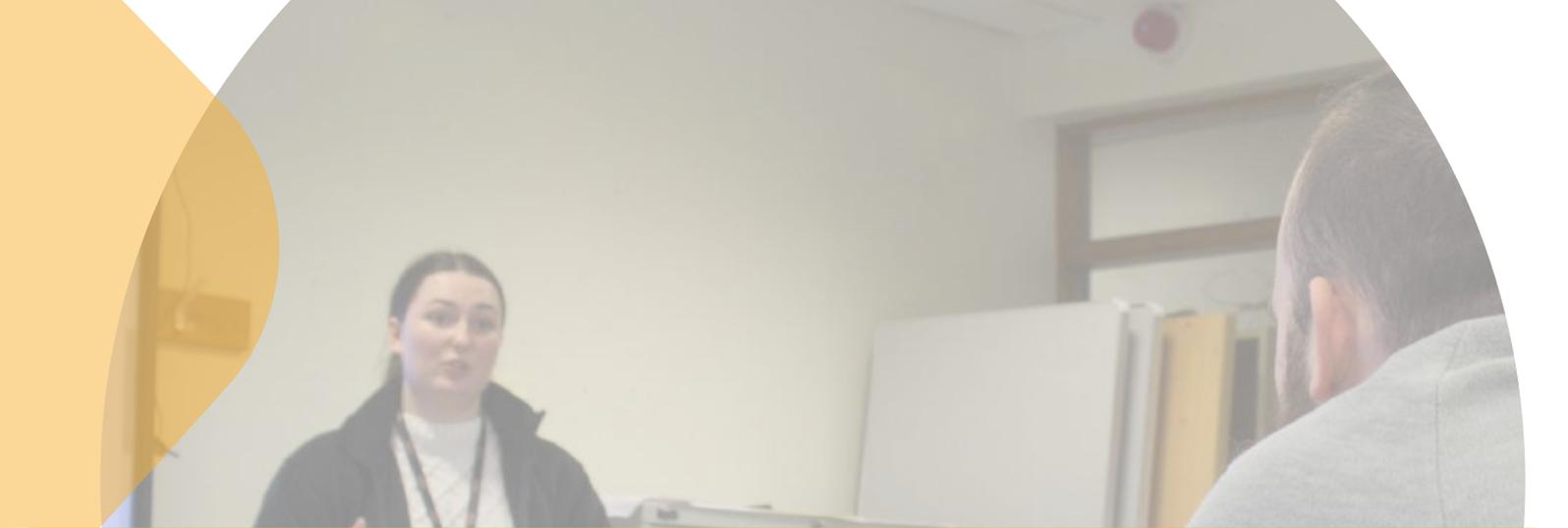
**LOCATION:** CYA Workington Office

**CONTRACT:** Maternity cover - 12 months

**HOURS:** 30 – 37 hrs (Other part time hours considered)

**SALARY:** £32000 pro rata (dependent on experience) with stakeholder pension + mileage allowance + health benefits + 25 days annual leave + optional hybrid working

**CLOSING DATE FOR APPLICATIONS IS 11/02/2026**



# ABOUT CYA

## Mission

Working with and for young people to enable them to reach their full potential.

## Vision

Cumbria Youth Alliance is the lead organisation for the development and quality assurance of youth provision where all young people in Cumbria can thrive to achieve a sustainable and positive future.

- ✓ We support 11-24 year-olds, focusing on their physical and mental wellbeing, their achievements, and their emotional development
- ✓ We join up organisations and agencies to deliver impactful youth services and support
- ✓ We ensure young people in and around Cumbria shape the services that will give them skills and tools to make them happy and healthy
- ✓ We look for sustainable, long term solutions that strengthen communities so young people can thrive

**"CYA are at the forefront of innovative and effective solutions for young people. We exist to deliver exceptional outcomes across education, employment and wellbeing. Our work is not just exciting, but important and life changing for many. Critical to this are our team of exceptional staff, coming up with brilliant ideas and delivering outstanding services, with the young person and youth community front and centre of everything we do."**

Mark Libby  
Chair of Trustees





## JOB SUMMARY

This role is central to the financial and operational delivery of Cumbria Youth Alliance. It combines hands-on financial management with day-to-day coordination of internal systems, funder compliance, and back-office operations. Working in partnership with the HR and Operations Manager and reporting to the COO, the postholder helps keep the organisation's infrastructure running effectively and efficiently. They will also collaborate with the wider Senior Leadership Team (SLT) to ensure financial processes, reporting, and systems meet the needs of staff, funders, and trustees. The role supports audit preparation, VAT returns, funder reporting, and internal systems development, with scope to grow as the organisation's operational and strategic needs evolve.

The postholder will also provide administrative and coordination support to the SLT as needed, helping ensure operational continuity and organisational effectiveness. They may also provide line management for junior or administrative staff, depending on the structure and capacity of the team.



## PURPOSE OF THE ROLE

The Finance and Operations Manager helps ensure we meet our financial, operational, and compliance responsibilities as a registered charity. The role supports the practical delivery of systems and reporting processes that funders, trustees, and staff rely on to do their work well and maintain public trust. The postholder will oversee finance systems and controls, support contract and facilities oversight, and contribute to strong daily operations. There are also opportunities to shape internal improvements and support the long-term sustainability of CYA as the role develops.

This role works closely with the COO, HR and Operations Manager, and Senior Leadership Team to manage daily delivery and make operational improvements. It plays a practical and proactive role in embedding systems that support finance, office operations, and the infrastructure needs of a growing charity.





## Key Tasks

### Financial Operations

- ✓ Take ownership of daily financial operations: accounts payable/receivable, petty cash, reconciliations, and income tracking.
- ✓ Maintain accurate and timely accounting records using Xero.
- ✓ Oversee payroll and pensions processes in line with PAYE and NI regulations.
- ✓ Prepare and submit VAT returns in line with HMRC requirements.
- ✓ Monitor restricted vs. unrestricted income and ensure proper fund allocation.
- ✓ Coordinate financial reports, cash flow updates, and support budget holders with budgeting tracking.

### Planning & Support

- ✓ Support project leads and grant holders to set budgets and manage their project finances.
- ✓ Provide costings and financial input for funding bids and future planning.
- ✓ Prepare financial reports and support internal reporting to trustees.
- ✓ Contribute to financial forecasting by liaising with managers and reflecting current trends.
- ✓ Provide training or support to staff in operational or financial processes.





### Compliance & Audit

- ✓ Maintain internal controls and prepare audit-ready records.
- ✓ Coordinate year-end processes and respond to auditor queries.
- ✓ Ensure financial policies are current and followed.
- ✓ Comply with SORP and Charity Commission regulations.

### Operational Oversight & Support

- ✓ Work as a team with the HR and Operations Manager to ensure the smooth running of the building.
- ✓ Act as the key responsible person in the office alongside the Office Manager when SLT are unavailable.
- ✓ Provide administrative support to SLT to support effective leadership and decision-making.
- ✓ Oversee key contracts (IT, utilities, suppliers, insurance) to ensure efficiency and value.
- ✓ Develop and maintain standard operating procedures for finance and operational tasks.
- ✓ Support onboarding processes for staff and volunteers, ensuring good record keeping and GDPR compliance.
- ✓ Assist in improving systems and reducing inefficiencies in finance and operational delivery.





## Governance & Compliance Support

- ✓ Prepare financial reports and summaries for board meetings.
- ✓ Maintain compliance logs and internal records (insurance, GDPR, H&S, policy reviews).
- ✓ Help prepare Companies House and Charity Commission returns.
- ✓ Support the COO with internal governance processes and tracking organisational requirements.

## Funding, Reporting & External Support

- ✓ Submit financial reports to funders in line with grant terms.
- ✓ Maintain records for funders, drawdowns, and audit trails.
- ✓ Support costings and financial input for funding bids.
- ✓ Represent the organisation in meetings when required.

## Tools You'll Use

- ✓ Xero – financial operations, payroll, audit readiness
- ✓ BrightHR – HR compliance and onboarding
- ✓ Microsoft Excel – forecasting, variance reports, cash flow
- ✓ Power BI – data analysis and performance dashboards
- ✓ Canva – visual reports and internal resources
- ✓ MIS systems – grant tracking, milestones, partnership reporting

Training can be provided for internal systems where required.



# PERSON SPECIFICATION

## Requirement

## Essential

## Desirable

### 1. Education and Training

AAT Level 3 or equivalent finance qualification



Working towards AAT Level 4 or other recognised qualification



### 2. Experience

2+ years in a finance or operations role



Strong bookkeeping and reconciliation experience



Experience with HR or office management



Experience using Xero or similar systems



Experience in the third sector



Experience preparing for audits or working with auditors



### 3. Skills and Abilities

Accuracy, Excel proficiency, clear communication



Time management and ability to meet deadlines



Training or supervision of colleagues, reporting to trustees



CRM/MIS confidence, ability to present financial data visually





## Requirement

## Essential

## Desirable

### 4. Other

Driving licence and ability to travel locally



Willingness to represent CYA in multi-agency or funder meetings



To request an application pack contact us by email or ring us on 01900 603131 alternatively you can download it at [www.cya.org.uk](http://www.cya.org.uk) and then email [hr@cya.org.uk](mailto:hr@cya.org.uk)

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**CUMBRIA  
YOUTH  
ALLIANCE**