

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



FINANCE AND OPERATIONS OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION

REPORTS TO: Chief Operating Officer

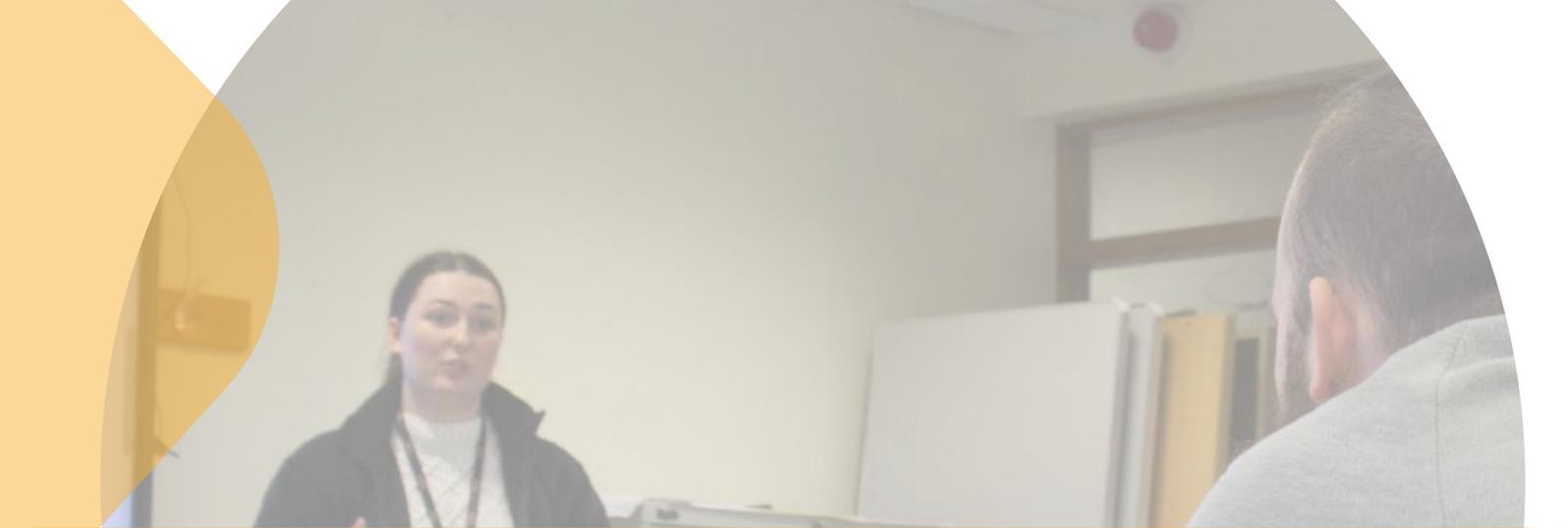
LOCATION: CYA Workington Office

CONTRACT: Maternity cover - 12 months

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

SALARY: £26750 pro rata with stakeholder pension + mileage allowance + health benefits + 25 days annual leave + optional hybrid working

CLOSING DATE FOR APPLICATIONS IS 03/04/2026



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



Cumbria Youth Alliance are committed to providing opportunities and high quality services that enable young people to thrive and reach their full potential. As we continue to grow and expand our services, we are seeking a dedicated Finance and Operations Officer to join our team. The Finance and Operations Officer will play a crucial role in the day-to-day financial management and operational efficiency of CYA. This individual will be responsible for maintaining financial records, budgeting, and ensuring compliance with financial regulations, as well as overseeing various operational aspects of the organisation. The Finance and Operations Officer will work closely with the Senior Leadership Team and other staff members to help achieve the organisation's mission.





Purpose of the role

- ✓ To be responsible for the day-to-day financial and operational administration of the charity.
- ✓ To manage the general bookkeeping, payment processing and other associated financial duties of the business.
- ✓ To provide essential administrative support to the COO for Finances & Development and the Senior Manager for Operations & HR
- ✓ To be the primary contact for third party organisations associated with the charities operations, e.g. IT systems.
- ✓ Prepare and submit VAT returns in line with HMRC requirements.

Key Tasks

- ✓ Handle the organisations financial transactions, including accounts payable, accounts receivable, expenses and payroll.
- ✓ Maintain accurate financial records and support with the preparation of financial statements and reports.
- ✓ Support with the preparation of compiling information for the annual financial audits.
- ✓ Maintain accurate HR records using our HR system, support with the onboarding process of new employees, volunteers and trustees
- ✓ Reconciling accounts on Xero, entering expenditure, preparing invoice payments to ensure accurate financial records.





- ✓ Managing and tracking expected grant income to enable assessment of the charities position and have up to date records.
- ✓ Oversee office administration including procurement, facility management and supplies.
- ✓ Prepare and post journals.
- ✓ Support with improving financial and operational efficiency in the charity, including contributing to new processes and training of staff in new processes.
- ✓ Work as a team with the HR and Operations Manager to ensure the smooth running of the building.
- ✓ Adhere to keep up to date with policies, guidelines, procedure's and practices.
- ✓ Monthly reconciliation of bank accounts, sales ledger, accruals, prepayments and any other required by Senior Manager for Finance and Development.

You may be required to perform any other duties as the organisation may reasonably require. You undertake work to the best of your ability and use your best endeavors to promote, develop and extend the charities mission and vision. This job description is intended as a guide to the general duties and responsibilities of the role. The post holder is expected to adopt a flexible approach to the tasks.





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



Able to work flexibly and as part of team with the ability to guide non-financial colleagues through financial processes.



Good verbal and written communication skills, including accuracy and attention to detail





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 and then email hr@cya.org.uk

CLOSING DATE FOR APPLICATIONS IS 03/04/2026



**CUMBRIA
YOUTH
ALLIANCE**