

Job Information Pack

Finance Manager

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About Wirral CVS

Wirral CVS has been set up by and for Wirral's Voluntary, Community, Faith and Social Enterprise (VCFSE) sector.

The sector's collective response to the Covid-19 pandemic helped to shape the co-production of our Coming Together Strategy, a sector-led plan that will inform the way in which all parts of our sector contribute to and add value to life in Wirral.

Wirral is an incredible place with a wealth of assets across and within our communities. Sadly however, we know only too well of the extreme health inequalities that still exist within our Borough, making the work of our VCFSE colleagues even more essential than ever before.

As our sector continues to navigate its way out of the impact of Covid-19, and through the cost-of-living crisis, it is critical that we are able to support groups and organisations to not just survive but to thrive. As the newly-emerging health structures further embed, the opportunities for our sector to play a front and centre role in shaping the way in services are developed and delivered in the future will be significant.

Our Vision

"A strong, vibrant and resilient Voluntary, Community, Faith and Social Enterprise sector that leads positive and impactful changes in Wirral"

Our Mission

"To be an organisation designed, developed and grown by its members to support the Voluntary, Community, Faith and Social Enterprise sector in Wirral"

The next phase in our development is to recruit a team of passionate, knowledgeable, energetic and committed people to ensure that we can deliver the four pillars of our work:

- Leadership & Advocacy
- Partnerships & Collaboration
- Capacity Building
- Volunteering



How To Apply

Send us a **CV and a Personal Statement** demonstrating why you believe you are the perfect candidate.

You should use the **Person Specification** to write a personal statement that helps us understand the knowledge, skills, experience and attitudes you would bring.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all of the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@wcvs.org.uk

Shortlisted candidates will be invited to a formal interview – further instructions will be given in advance.

For further information at any point during the recruitment process, please email info@wcvs.org.uk and a member of the team will endeavour to answer your query.

We look forward to reading your application, good luck!

Role Description

Role Title:	Finance Manager
Location:	Birkenhead
Hours	37.5 per week
Salary:	£36,787 + 3% workplace pension
Reporting To:	Chief Executive

Role Purpose

The Finance Manager is a key senior leadership role within the organisation. The foundations are in place and as the organisation grows and develops, your role will be to ensure sound financial practice developing procedures and working with senior leaders to monitor spend and manage budgets.

You will also need to be able to present financial information to stakeholders including funders and members.

Main Tasks


- a. Work with the Chief Executive and senior leaders to develop and monitor budgets
- b. Prepare financial reports, statements, and forecasts for internal and external stakeholders.
- c. Implement financial controls and policies to ensure compliance with regulations and prevent fraud.
- d. Review approved expenses, ensuring they adhere to the organisation's policies and budget allocations.
- e. Accurately processing invoices, payments, and expense reimbursements in a timely manner.
- f. Monitor grant-related activities and compliance with requirements and support the preparation of reports
- g. Work with the Chief Executive and accountants to prepare Year End Accounts and ensuring reporting is understandable to the wider membership and other key stakeholders

Person Specification

Knowledge	Essential	Desirable
Understanding of budgeting, financial reporting, and financial analysis techniques.	X	
Understanding basic accounting principles and familiarity with accounting practices, and reporting requirements.	X	
Understanding of grant application processes, compliance, and reporting for funding opportunities.		X

Skills	Essential	Desirable
Accurate data entry, record-keeping, and financial documentation.	X	
Ability to analyse financial data, interpret trends, and provide insights for decision-making.		X
Ability to effectively communicate with a range of people.	X	
Efficiently manage multiple tasks and meet deadlines in a fast-paced environment.	X	
Skilled in using the Microsoft Office Suite		X
Ability to work effectively with a range of people both internally and externally	X	

Experience	Essential	Desirable
Experience in financial management, accounting, or bookkeeping roles.	X	
Experience working in or with nonprofit organisations, understanding their unique financial challenges.		X
Handling grant applications, compliance, and reporting processes.		X
Experience using accounting software and other financial management tools.		X
Experience developing, monitoring, and managing budgets for projects or departments.		X



Attitudes	Essential	Desirable
Demonstrating honesty and integrity in all actions.	X	
Willingness to learn and adapt to changing financial regulations, software, and organisational needs.	X	
Working effectively with colleagues from diverse backgrounds and roles	X	
Positive attitude toward identifying and solving problems and, where possible, preventing them	X	
Taking ownership of tasks, seeking improvement, and proactive in fulfilling responsibilities and personal development	X	