

eod

Recruitment Pack

Finance Manager

June 2026



Welcome from the CEO, James de le Vingne



Thank you for your interest in becoming our Finance Manager.

Employee ownership in the UK is at a critical moment. The sector has more than doubled since 2020. Awareness is rising. Evidence is compelling. Businesses, communities, and policymakers are increasingly recognising that a people-powered approach can unlock fairness, resilience, and productivity.

We believe the UK can reach 10,000 employee owned businesses within the decade, transforming succession, broadening ownership, and reshaping the economic landscape. But achieving this relies on bold, strategic, values-led leadership across our community.

The eoa exists to build and connect that community: a network of more than 850 member businesses, thousands of employee owners, specialist advisors, policymakers, and partners committed to powering fairer livelihoods and stronger businesses through employee ownership.

As our Finance Manager, you'll play a central role in this next stage of the UK's EO journey by safeguarding the eoa's financial health and enabling our ambitions for growth and impact. This is a role where your expertise will underpin every part of the business, ensuring our resources are used effectively, our decisions are insight-driven, and our future is built on strong financial foundations.

This role calls for an established and qualified finance professional who enjoys translating data into action, improving systems, and who believes in the potential of people-powered business and understands the importance of community, collaboration, and shared purpose.

If you are energised by the opportunity to help shape a fairer, more resilient UK economy, and to support a community capable of real impact, we would be delighted to hear from you.

A handwritten signature in white ink, appearing to be 'James de le Vingne', written over a dark blue background.

James de le Vingne
Chief Executive, eoa

Employee Ownership

A Growing Opportunity

Employee ownership gives employees meaningful stake and meaningful voice, unlocking higher commitment, stronger performance, and a clear sense of shared purpose.

The evidence is consistently strong:

- 8-12% higher productivity
- Stronger resilience and long-term investment
- Improved innovation, retention, and culture
- Successful succession for founders and families
- Significant contributions to local, regional, and national economies

The UK now has over 2,600 employee-owned businesses, contributing more than £30bn to GDP and spanning every sector - from manufacturing and engineering to care, digital, retail, architecture, and professional services.

Looking ahead, research shows enormous potential. More than 120,000 UK SMEs will need succession plans over the next decade. With the right conditions, employee ownership can become a mainstream choice, expanding to 10,000 EO businesses and creating a more inclusive, long-term-focused UK economy.





The eoa Who We Are

The eoa is the national voice for employee ownership. We are a not-for-profit, politically independent membership organisation established in 1979.

We work to:



Expand the EO sector: Grow awareness, accessibility, and advocacy to make EO a mainstream business model choice, anchored in the [UK Employee Ownership Growth Strategy](#) as the core framework underpinning and aligning this work.



Set the standard for Great EO: Provide tools, learning, evidence, peer support, and practical insight that help employee-owned businesses thrive.



Strengthen and connect the EO community: Bring together businesses, employee owners, advisors, policymakers, and partners through events, networks, research, and collaboration.



Invest in our organisational strength: Build robust governance, a high-performing team, digital capability, and a sustainable operating model.



The eoa

Our People & Culture

We are a modest-sized association with significant reach and influence. Our cultural framework guides how we work with each other and our community.

We are:

- **Bold:** Growth-minded, curious, confident, and unafraid to challenge conventional thinking.
- **Collaborative:** We nurture relationships, build networks, and work in partnership to achieve mutual goals.
- **Inspiring:** We evoke passion for Great EO and shine a light on the stories that show its power.
- **Caring:** We make business personal, support each other, and empower others to succeed.

As Finance Manager, you will model these values consistently, helping create the conditions for our team and community to thrive.



The Role of Finance Manager

Role Summary

Contract: Permanent

Hours: 22.5 hours per week, working pattern to be agreed with successful candidate

Location: Manchester (hybrid). You will be expected to attend the office at least twice per month, and more often where needed

Salary: £45,000 (£27,000 pro rata) p/a

Pension: Up to 7% employer pension match (from year 1 anniversary)

Annual Leave: 30 days leave + bank holidays

Reports to: Membership & Operations Director

Management of: Finance and Business Support Administrator

eoa

The Role of Finance Manager

Purpose of the Role

The Finance Manager leads the eoa's finances to ensure the businesses resources are used effectively, efficiently, and sustainably.

You will develop robust financial systems, reporting, and analysis to provide insight and assurance to the SLT and Board, playing a central role in safeguarding the eoa's financial health and enabling its strategic goals to be achieved.



The Role of Finance Manager

Key Responsibilities

- Lead the development and delivery of the organisation's financial strategy, ensuring it underpins and enables operational delivery.
- Manage the annual budget-setting process, working closely with colleagues to align budgets with strategic priorities.
- Manage day-to-day financial operations, including financial accounting, membership renewals, bank account management, cash flow monitoring, credit control, payments, and function oversight.
- Take responsibility for accurate and timely payroll and pension delivery, working in partnership with an external provider.
- Prepare and reconcile monthly, and year-end accounts, ensuring accuracy, compliance, and robust controls.
- Produce accurate, timely financial forecasts, management accounts and financial analysis to support operational and strategic decisions.
- Ensure compliance with statutory requirements including tax (VAT, PAYE, Corporation Tax) and financial reporting obligations.
- Maintain strong internal controls and risk management processes, safeguarding the organisation's financial health.
- Act as a signatory on company bank accounts, ensuring appropriate authorisation and governance arrangements are in place.
- Lead the ongoing development and improvement of finance processes and systems, and automations to drive efficiency and effectiveness.

Knowledge, Experience, and Attributes

- Degree-level education and either ACCA, CIMA, or ACA qualification.
- Proven track record in budgeting, forecasting, cash flow management, and delivering accurate management accounts and financial analysis.
- Experience of working for or preparing SME accounts, managing audits, risk, and internal controls, with a focus on continuous improvement of systems and processes.
- Strategic thinker who can translate complex financial data into clear, actionable insight for senior leaders and the Board.
- Highly organised, proactive, and solution-focused, with excellent communication and stakeholder management skills.
- Collaborative, adaptable, and professional, demonstrating integrity and sound judgment in all financial matters.



The Role of Finance Manager

What Constitutes Success in This Role?

Success in this role means the eoa has reliable, efficient, and well-governed financial operations that underpin all aspects of the business. You will ensure day-to-day finance processes are accurate and timely, cash flow and budgets are effectively managed, and statutory obligations are met with confidence. By providing clear analysis and insight, you will support the SLT and Board in making informed decisions, drive improvements in systems and reporting, and enable the eoa to achieve its strategic priorities.

Key outcomes for the role	Measures
The eoa maintains accurate, timely, and insightful financial reporting and analysis to support decision-making.	Accurate monthly management accounts and forecasts delivered on time. Rolling forecasts and scenario analyses updated regularly.
Budgets are aligned with strategic priorities and financial resources are optimally managed.	Budgets prepared and approved within agreed timelines. Variance between budgeted and actual expenditure monitored and reported. Cash flow maintained within agreed thresholds.
Statutory, regulatory, and internal governance requirements are met and risks are effectively managed.	All statutory filings (tax, Companies House, pensions) submitted accurately and on time. External audit completed with no significant issues. Internal controls and risk management processes maintained and reviewed annually.
Financial systems and processes support operational efficiency and organisational growth.	Transaction processing, reconciliations, and payroll delivered accurately and on schedule. Improvements in process efficiency implemented.
Finance contributes proactively to strategic decision-making and organisational development.	Financial insight and recommendations consistently inform senior leadership decisions. Evidence of finance-led initiatives driving cost efficiency or strategic impact.
Finance function evolves to meet organisational needs and supports a culture of improvement.	New or updated systems, processes, or reporting tools implemented successfully. Finance function demonstrates improved efficiency, effectiveness, or scalability over time.

How to Apply

To apply, please submit:

- A two-page CV
- And one of either:
 - **Cover letter** setting out your motivation, approach, and what you will bring to the role
 - **Video** (maximum 10 minutes) setting out your motivation, approach, and what you will bring to the role

Please send your enquiries or applications to jobs@employeeownership.co.uk.

Applications should be submitted **before 9:00am 14 July 2026**. We will close this vacancy early if we receive sufficient applications for the role. If you are interested, please submit your application as early as possible.

Interviews will be in Manchester 28 & 29 July.

The **eoa** welcomes applications from people of all backgrounds, particularly those who are under-represented. We recruit based on values, skills, and contribution to our purpose.

(people powered business)

