

JOB DESCRIPTION

FINANCE & OPERATIONS MANAGER

SALARY: £35,000 p.a (3 - 4 days/wk pro-rata)

CONTRACT: 6 month - 1yr fixed term (with potential for extension). Secondment Preferred.

ROLE REPORTS TO: Chief Executive Officer of Young Manchester.

WHAT WE WILL OFFER

- 35-hour working week (pro-rata, 21-28hrs)
- 25 days holiday per annum, plus statutory Bank Holidays (pro-rata)
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme

ROLE PROFILE

We are looking for an experienced Finance and Operations Manager with outstanding organisational skills who is passionate about ensuring great outcomes for children and young people.

As Finance and Operations Manager, you will be responsible for developing and implementing systems and processes that ensure the smooth and efficient operation of Young Manchester's core activities and diverse programmes. You will work closely with the CEO to oversee the day-to-day operations of a dynamic and fast-paced charity; ensuring efficient workflows, managing team performance, supervising financial operations, and coordinating key operational activities.

This role is particularly vital as Young Manchester continues to expand its grant portfolio, attract additional funding to the city, provide infrastructure support to its network of local youth organisations, and grow its youth consultancy service, collaborating with businesses across Manchester.

The postholder will be critical in maintaining our standard of work and commitment to ensuring children and young people are shaping Young Manchester's work, in order to maximise impact and opportunities for young people. In this role, there is ample scope for an ambitious, creative and organised person to develop this post and be part of an exciting new chapter for Young Manchester.

WHO WE ARE

Young Manchester is a youth-led partnership of over 120 local non-profit organisations and groups supporting 15,000 children and young people in Manchester every week.

Manchester is the third fastest growing economy in the UK, yet 48% of children in Manchester are currently living in poverty. We work together with our partners to strengthen, connect and champion opportunities for children and young people, ensuring these reach the most excluded children and young people in our city.

We're building a Manchester where every child and young person can shape their city and reach their full potential through vibrant, connected and inclusive opportunities.

We bring people together and open the doors for children and young people in our city. Our membership model strengthens, connects and champions individuals and organisations (of all ages) who want to support children and young people in Manchester. We put young people and youth voice at the heart of everything we do.

Since 2018, we've supported over 200 charities with £12m of funding, engaging over 30,000 children and young people, and supporting just under 50% of them to take part in social action. But we won't stop here.

Young Manchester is working to build a sustainable sector and support young people to shape their city by building strategic partnerships with Businesses across Manchester. To achieve this, we are building our work co-designing and sharing power with young people by launching co-design lab and consulting service working to support businesses to listen, co-design and implement with young people and the organisations that serve them.

There is much more to do & we must do all we can to give up and share power with our children and young people, support them and support the organisations they work with to make our vision a reality.

MAIN TASKS AND RESPONSIBILITIES

OPERATIONS MANAGEMENT:

- Ensure programme delivery is aligned with organisations KPIs and team capacity.
- Lead the development and implementation of systems and processes across the charity, including business operations and planning, HR, partnerships and grant making, finance and data management.
- Lead and/or supervise HR tasks including: recruitment processes, tracking leave and absence, preparation of trustee induction materials
- Ensure that the office runs smoothly and efficiently, ensuring all aspects of Young Manchester's work is supported through adequate resources (e.g. office supplies and equipment) and accurate information
- Monitor progress to ensure that services remain relevant and responsive to changing needs and there is a good balance between flexibility and certainty of the contract;
- Working with the leadership team to develop team members skills and capacity and hold members to account for reporting and KPIs

FINANCE MANAGEMENT:

- Supervise financial elements of the organisations by overseeing budget management for grants programmes, ensuring spending aligns with approved budgets and reporting requirements.
- Monitor grant disbursements, tracking financial performance and ensuring timely allocation of funds to partners and member organisations.
- Provide regular updates on programme finances, flagging any risks or deviations, and working with the operations team to address any financial issues promptly.
- Supervise and/or carry out a wide range of finance support functions including raising invoices and purchase orders, dealing with procurement processes including arranging timely payment of invoices, grants, staff wages and expenses in accordance with Young Manchester's procedures
- Prepare accurate reports and briefings as required for Young Manchester, funders/match funders and others as needed.

- Responsible for the charity's bookkeeping tasks, including: using Dext and Xero accounting software to reconcile the charity's transactions monthly and monitoring petty cash spend

SUPPORTING THE TEAM AND CORE ACTIVITIES:

- Attend meetings with stakeholders and partners, including young people, as a representative of Young Manchester.
- Work with the HoDP to sustain and grow strong strategic partnerships across Manchester which will deliver outcomes for children and young people, ensuring that Young Manchester is a key player within the sector, policy and strategy, and the private sector – both locally and nationally;
- Line manage junior team members working on different programmes across the team
- Promote Young Manchester's values on diversity, fairness, probity, impartiality and access and lead by example;
- Support the CEO & HoDP to manage relationships with statutory, business and charitable sector funders, locally and nationally, providing information and updates on activity and producing board reports;
- Provide high quality line management and programme management support to Project Coordinators and junior staff leading comms
- Ensure Young Manchester's programme of work is informed and influenced by children and young people, especially those most at risk from poverty and exclusion

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Leadership and Communication

- Excellent communication skills with the ability to convey complex ideas, to a high verbal and written standard, using formats that are suited to the needs of diverse audiences
- Confident, articulate and persuasive and able to work with a wide range of stakeholders, to hear and respond to different perspectives and negotiate effectively
- Experience of developing professional relationships with senior representatives of other organisations
- Ability to provide constructive feedback and specify actions needed to manage and improve performance, or decommission activity that does not meet the required standard.

Knowledge and Experience

- Experience working with a range of stakeholders such as the city council, youth community organisation, large Non-government organisations and businesses
- Experience of leading and managing a process for commissioning or contracting for outcomes, including needs analyses, market supply, procurement and contract management
- Experience of line managing multiple staff members.
- Experience of working in business operations, budget reconciliation, bookkeeping or admin

- Experience of budget reconciliation and dealing with financial transactions, including organising payments, creating purchase orders, raising and paying invoices, and monitoring the office's petty cash spend.
- Experience of using accounting software and Salesforce and/or another Customer Relationship Management (CRM) system or Grant Management System (GMS)
- Experience of designing, delivering and securing funding for programmes of work which support better outcomes for children and young people
- Knowledge of the legal and practical implications of managing performance, including establishing meaningful measures against which to measure progress and success
- Excellent research and risk management skills to ensure practice is informed by evidence of effectiveness and that risks are proportionate and managed
- Experience of organising events designed to provide advice and guidance to organisations, or on sharing knowledge about good practice and improvement

Planning and decision-making

- Experience of managing resources and undertaking income-generation activity
- Knowledge of the needs of, and challenges faced by, community and voluntary sector organisations and how these may inform approaches to service design and engagement
- Ability to work on own initiative and take operational decisions as required
- Experience of undertaking analyses of information from different sources and presenting findings in ways that facilitate decision-making
- Excellent MS Office skills (Word, Excel, PowerPoint)
- Project management skills, including risk assessment and management, and directing work of people for whom there is no direct line-management accountability.

Other job-related requirements

- Promote equality and value diversity in all working relationships
- A commitment to safeguarding and promoting the welfare of children and young people
- Travel across Manchester and occasionally further afield
- Able to work flexible hours to meet business needs including occasional late meetings.

HOW TO APPLY

The closing date for applications is 9:00am on Friday 10th January 2025.

Please write a cover letter (no more than 2 A4 pages) outlining why you're applying for the role and use examples to show why you think you'd be a good fit, referencing the items listed in the Person Specification.

Send this to recruitment@youngmanchester.org along with your CV and a completed Equality and Diversity monitoring form which you can download on our website.

We would like the new Finance & Operations Manager to start as soon as possible after being confirmed in role but are happy to discuss this and explore start dates. If you would like any more information, or an informal chat about Young Manchester and the role, please contact our CEO, Samuel Remi-Akinwale via s.remi-akinwale@youngmanchester.org

Interviews will take place the week commencing 13th January 2025.