

Finance Manager (Maternity Cover)

JOB INFORMATION PACK



Help us support children and young people!

We're looking for a competent and experienced Finance Manager to join our core team to cover maternity leave from September 2026 for around 6 months, with high likelihood of permanent extension following the cover period.

The main purpose of the role is to **maintain robust financial, payroll, information and administration systems** that support Chilypep's strategic financial planning, sustainability, and programme development, following the organisations Financial Policy and Procedures.

This key member of our core team is a vital role for our organisation, providing the backbone and foundation for all the work we do to empower children and young people to have a voice, place and space in their communities and the wider world.

You will need a detailed understanding of the financial requirements of the charity sector, excellent teamwork and communication skills, along with experience and confidence to manage the breadth of tasks needed to keep a vibrant and busy youth charity going!

You will work closely with our Core Team, managed by our Fundraising & Core Team Manager who work together to carry out much of the Finance administration to support you in your role.



About us

The Children and Young People's Empowerment Project (Chilypep) is a charity supporting vulnerable children and young people. For over 24 years, we've empowered thousands to campaign on issues that matter to them, focusing on youth-driven strategies and early intervention.

Working from two sites, Sheffield - our Head Office and Youth Hub, and Barnsley where our Emotional Wellbeing Hub is based - we work across the whole of South Yorkshire, and currently have a staff team of 28, many of whom are part time.

Job description

Job title: Finance Manager

Reports to: CEO

- **Internal working relationships:** Regular contact with the Board of Trustees, Project Coordinators and the Core team. The Post-Holder will undertake regular supervision with the CEO and meet regularly with the Company Treasurer.
- **External working relationships:** Key communication with Funders, voluntary organisations and statutory bodies such as the Charities Commission, Companies House, HM Revenue & Customs and service providers including external auditors, suppliers, bank, payroll and pension agents.

Contract : This is a Maternity Cover post for approximately 6 months (very likely to be permanent part/full-time post at the end of the cover period)

Location: 11 Southey Hill, Sheffield, S5 8BB (Hybrid option to enable some home working - to be agreed with successful candidate)

Hours: 30-37 hours per week (to be agreed for the successful candidate)

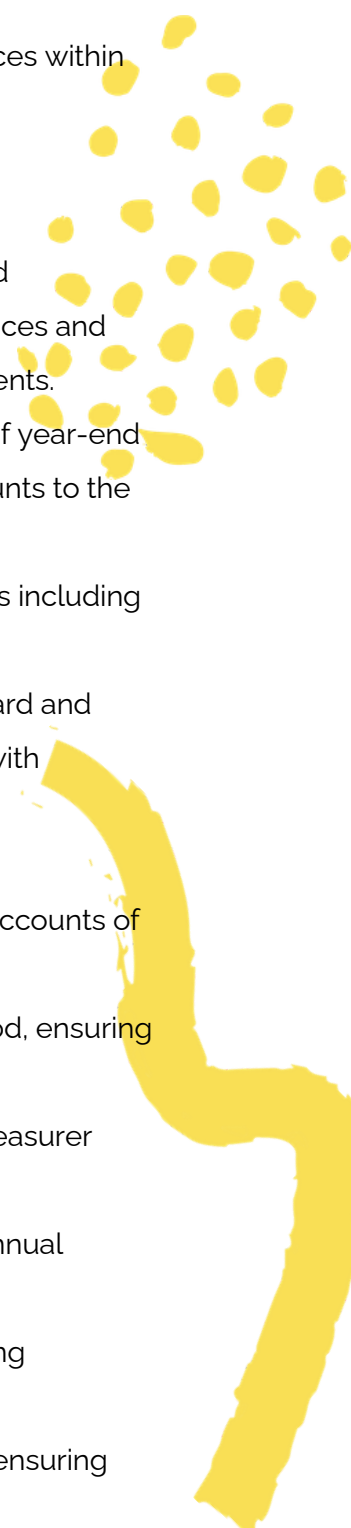
Salary: Scale 29 - 31 (£37,235.77 - £39,257.90)

Contact with children and young people forms the basis of Chilypep's work, so an Enhanced DBS (Disclosure Barring Service) check is required.

Key responsibilities

We're looking for a skilled and dedicated individual with experience managing finances within the VCS charity sector.

Finance Tasks

- To maintain accurate financial records in QuickBooks Online, allocate income and expenditure to the correct funding pots, monitor project spend, raise funder invoices and grant claims on time, and ensure all reporting and returns meet funder requirements.
 - To liaise with Chilypep's external auditors, to be responsible for the preparation of year-end accounts and schedules for audit purposes, and the submission of audited accounts to the respective regulatory bodies.
 - To manage the purchase ledger payments to suppliers and staff expenses claims including preparation of cheques for signing.
 - To oversee the security of petty cash, prepaid debit cards, the company credit card and cheques. To maintain and control these systems including proper authorisation with supporting receipts, reimbursement and balancing and auditing their use.
 - To maintain systems to monitor aged debt and credit control.
 - To carry out monthly bank and other reconciliations for all cash (current assets) accounts of Chilypep.
 - To manage financial records and the accounting system using the accrual method, ensuring prepayments and accruals are accurately recorded and processed.
 - To prepare bi-monthly draft accounts and provide financial information to the Treasurer before the bi-monthly Board of Trustee Management Committee meetings.
 - To work with the CEO and Treasurer in the calculation, setting and updating of annual budgets.
 - To support and provide financial information and calculations in support of funding applications and tender processes.
 - To monitor income and expenditure, providing timely reports to budget holders ensuring they are fully aware of the current financial situation.
 - To regularly update the reserves policy calculations with redundancies, liabilities and other contingencies.
 - To assist the CEO with queries pertaining to financial and payroll issues, including tax matters.
 - To maintain an up-to-date awareness of any changes to legislation or regulations that affect the charity's finances (e.g. changes to charity / company law, pay scales, tax, NI, Living Wage Foundation)
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Key responsibilities

Payroll Duties

- To be responsible for monthly/annual payroll, apportionment and reconciliations including working closely with the payroll agent, HMRC and staff pensions administrators.
- To ensure staff are enrolled in the company pension scheme and Chilypep are in compliance with auto enrollment and statutory duties.
- To administer additional items that affect payroll including internal staff loans and repayment, salary sacrifice schemes, and any attachment of earnings demands, maternity pay etc.
- To make any applicable Gift Aid claims to HMRC
- To add staff to the company staff benefit systems
- To support and administer any Access to Work grants for employees.

Administrative and Information Systems

- To oversee the maintenance and operation of a comprehensive asset register and ensure accurate tracking of all physical and digital assets, including ensuring staff have the assets they require to perform their duties.
- To source and maintain adequate levels of Employer, Public Liability and property insurance for the organisation.
- To provide administrative support to the CEO and Board of Trustees including preparation of papers, reports, attending Trustee meetings.

General Duties

- As a member of the Core team, to participate in decision-making processes in relation to project development, practices and procedures as required.
- To manage and supervise staff as defined appropriate by the CEO. This will include regular one-to-one supervision sessions and annual appraisals.
- To participate in Core and organisation team meetings and other appropriate internal and external meetings as required.
- To support volunteers and placement students when appropriate.
- To undertake such other tasks as may be reasonably requested in consultation with the post-holder.
- To carry out the responsibilities of the post with full regard to Chilypep's Equal Opportunities Policy.
- To carry out all tasks and responsibilities within GDPR and Data Protection requirements and legislation

"Chilypep has really impacted my life for the better and now I can focus on my life and work to fix my issues without my mental health declining. All I can say is thank you to Chilypep and my worker for improving my quality of life and helping me feel like me again."

- Young person

Qualifications, Experience and Knowledge

- Association of Accounting Technicians (AAT) Qualification or equivalent
- Minimum of five years' experience of financial accounting and controls and running financial systems in a medium-sized organisation (turnover ~£1m).
- Knowledge of Charity and Company accounting regulations
- Working knowledge of accountancy and management information systems, including GDPR requirements of these.
- A good level of education with at least GCSE standard of Maths and English.
- An excellent working knowledge of QuickBooks, Microsoft Word and Excel and MIS Systems.
- A good knowledge of voluntary sector monitoring requirements.
- Experience of working in a team and with different social groups.
- Experience of monitoring grant/contract funding and completing returns.
- Experience of preparing financial reports and year-end accounts for auditors.
- Experience of working with a management committee, in particular a treasurer of a voluntary/community organisation.

Skills and Abilities

- Proficient with QuickBooks online accounting software (Applicants proficient in other accountancy packages e.g. Sage, may have transferable skills).
- IT literate, fully proficient with Microsoft Word, Excel, etc.
- Effective verbal and written communication skills.
- Ability to work under own initiative, able to manage own workload and capable of working within tight deadlines.

Attributes

- A commitment to Equality, Diversity and Inclusion.
- Ability to work flexibly as part of a team and take initiative where appropriate.
- An understanding of the voluntary and community sector.
- Empathy with the needs of disadvantaged communities

Our offer to you

- 38 days of Annual Leave, including bank holidays (pro rata)
- 8% employer pension contribution
- Cycle-to-Work Scheme
- Beyond savings card and discounts
- Flexibility to take Bank Holiday days when it suits you
- Special leave for bereavement, study, and personal circumstances
- Access to clinical supervision and counselling support
- Access to Work support
- An inclusive, friendly, and supportive work environment
- A highly experienced team
- Learning and development opportunities



How to apply

Applications to be submitted via email, and you can find the full application form on our website: <https://chilypep.org.uk/vacancies-volunteering/>

Closing Date: Monday 10th August 2026 at 9am

Interviews: Held on Monday 17th August at Chilypep Youth Hub, 11 Southey Hill, Sheffield S5 8BB

Preferred start date: Immediate or as soon as possible. (within 1 month)

All candidates must have existing permission to work in the UK.

Chilypep are an equal opportunity employer. Our mission is to welcome everyone and create inclusive teams. We celebrate differences and encourage everyone to join us and be themselves at work. Our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act. We are an employer that values lived experience at all levels of our organisation.

Our priority is to safeguard and protect the Children and Young People we work with, and we operate within strict Safe Recruitment Practices, including a DBS check, social media check, and 2 references covering a period on no less than 3 years for all staff and volunteers.

Contact us

We're always happy to hear from children, young people, their parents or carers who may want to get involved with our projects.

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chilypep.org.uk

