



Job Title: Finance Manager

Salary: £43,292 to £45,775

Location: Across BLGC sites and hybrid working

Reports to: Chief Executive Officer

Contract: Permanent

Hours: Full time or part time hours

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has ‘the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy’ (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,000 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community; a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork; an Education provision providing an alternative curriculum for children and young people who benefit from creative and practical approaches to learning in a supportive and nurturing environment.

BLGC Enriching Young Lives
Infinity 18 Spa Road Bolton BL1 4AG
01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



In 2024 and again in 2025 BLGC has been a certified Great Place to work

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes. difference.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

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About the role

This is a role for an experienced finance manager with a breadth of experience in running the function on a day-to-day basis of a small finance team. Your experience and style, as well as fit for our values, will be more important than being fully qualified, but obviously both is preferable. Ideally you will have experience and knowledge of working within the charitable sector and have can-do attitude, needed in a medium size charity.

You will line manage and develop a full-time finance assistant and work closely with the CEO and Senior Leadership Team. You will compile monthly financial reports for the Board of Trustees and will attend Trustee meetings in the evenings.

Main Responsibilities

1. **Advise, support and report to the CEO / Senior Leadership Team.** Provide practical and usable financial information and expertise.
2. **Prepare Management accounts** for review by the CEO, Senior Leadership Team and board of trustees.
3. **Budget processes** - Assist with budget setting and reprofiling of budget through the year, work closely with budget holders where appropriate.
4. **Forecasting** to support decision making and cashflow management. Also to Ensure best use of funds in the bank and ensuring sufficient funds in the current account to cover expenditure
5. **Day to day supervision of finance assistant** – including formal supervisions and annual appraisals to set goals and objectives and work on professional development. Utilising the finance assistant to best effect to support with many of the below tasks.
6. **Management of day-to-day finance functions** – such as bank reconciliation, posting to SAGE, payment preparation and authorisation, oversight of payroll prepare and post salary journal, assist the audit, claiming of Gift Aid, debtor management including debtor chasing.
7. **Financial procedures and processes** -These should be continuously reviewed to identify and implement improvements and efficiencies.
8. **Maintain contents register** for insurance purposes (contents register in development stage).
9. **Maintain fixed asset register**
10. **Support fundraising and fundraising team** – Ad hoc reporting including for funders, reconciliation of corporate team's patron sheet and their events with P&L Manage the restricted income and it's release on a monthly basis.

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- 11. Support major events** – Here at BLGC we all get involved and use relevant skills and experience to support fundraising events. A particular example being our annual Beer festival where you would be expected to “manage” the door in terms of payments.
- 12. Manage & liaise with insurers** during the year and liaise with CEO on renewals.
- 13. Maintain own CPD.** Advocating for resources needed to ensure you are familiar with current practices, issues, legislation and the distribution of that knowledge.
- 14. To adhere to policies** on safeguarding, equal opportunities, confidentiality, data protection, the management of sharing information and health and safety.
- 15.** To undertake any **other work** requested by your line manager.

PERSON SPECIFICATION

		Essential ✓	Desirable ✓	Method of assessment ✓
Qualifications				
	Degree level education		✓	A
	Recognised professional accountancy qualification (CIMA/CCAB/ACCA or other) or working towards qualification.	✓		A/I
Experience				
	A minimum of 5 years’ experience of financial processes, procedures and controls through working in a finance team	✓		A/I
	Of preparing full management accounts	✓		A/I
	Of budget setting and reprofiling through the year	✓		A/I
	Of working in the VSCE sector		✓	A
	Of managing staff	✓		A/I
	Of using financial software	✓		A/I
	Of using SAGE software		✓	A/I
Knowledge and Skills				
	High level of spreadsheet and database capability	✓		I
	Ability to influence and support others in organisation who are less “finance literate” and make information understandable	✓		I
	Knowledge of variety of charitable and not for profit organisation structures		✓	A/I
Personal Attributes				
	Positive and can-do approach	✓		I



Willingness to get “stuck in” and do what needs to be done, working in and with all levels of the organisation.	✓		I
An empathy for and belief in our mission and values	✓		I
A real eye for and attention to detail	✓		A/I

Method of Assessment Key:

A Application Form
I Interview

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave
- Enhanced Maternity Pay

In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



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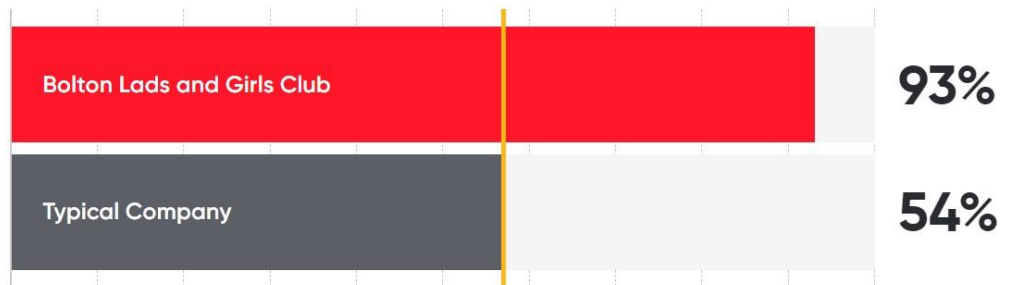
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Company Culture at Bolton Lads and Girls Club

The employee experience below at Bolton Lads and Girls Club, compared to a typical company.

93% of employees at **Bolton Lads and Girls Club** say it is a great place to work*, compared to **54%** of employees at a typical **UK based company**.



*Responses to the statement "Taking everything into account, I would say this is a great place to work." vs. a typical UK company.

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