



Groundwork Cheshire, Lancashire & Merseyside.

RECRUITMENT PACK

FINANCE ASSISTANT

CLOSING DATE: Midnight Sunday 23rd August 2026

Groundwork Cheshire, Lancashire and Merseyside

Charity Registration number 514727

74-80 Hallgate, Wigan, WN1 1HP

www.groundwork.org.uk

T: 01942 821 444 | E: recruitment@groundwork.org.uk



Are you ready to be part of something extraordinary?

At Groundwork, we're not just a charity – we're a movement for positive change, and we are delighted that you are interested in joining us.

Groundwork was created in the early 1980s, during a time of social and economic crisis. The world may have changed a great deal since then, but our purpose and our work has never been more relevant, as we continue to provide a beacon of hope during times of uncertainty.

Making a difference isn't just our goal, it's the very the reason we exist. Imagine helping people who have become isolated to regain their confidence and get into jobs and training, or supporting families struggling with rising bills, or empowering communities to tackle climate change head-on. That's what we do at Groundwork. We are changing places and changing lives – every day.

But we can't do it alone. We need passionate individuals who share our values and our commitment to positive change. We are committed to diversity and we also believe that people with lived experience of the challenges facing the communities we serve are part of the solution. So, whether you're just starting out in your career, or looking to take your next step, we want to hear from you.

Join our growing team, where collaboration, learning, and personal growth are not just encouraged – they're celebrated. With excellent working conditions and an inclusive and supportive environment, Groundwork is more than a job; it's a journey of development, discovery and impact.

I hope this insight into Groundwork makes you excited about the opportunity to work with us and becoming part of something truly special.

A handwritten signature in black ink that reads "A. J. Darron".

Andrew Darron, Executive Director



ABOUT GROUNDWORK CHESHIRE, LANCASHIRE AND MERSEYSIDE



Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

Groundwork Cheshire, Lancashire and Merseyside is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 diverse projects. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year, this contributed to the following outputs and outcomes.

- ✓ **More than 1900 community organisations and businesses supported**
- ✓ **Over 3,700 young people supported to learn and achieve**
- ✓ **Around 800 volunteers engaged**
- ✓ **Over 110,000 m2 of land either improved or managed and over 1500 trees planted**
- ✓ **Over 250,000 benefitting from public spaces we've improved**
- ✓ **1,600 people helped to reduce domestic energy use, water use & waste sent to landfill**



WHAT IS IMPORTANT TO US



VALUES

Our values inform what we do and how we do it.

We are environmentally aware and focused on communities in need.

We are knowledgeable, compassionate and work with integrity.

We provide leadership, are professional in our performance and driven to make a positive impact.

PROFESSIONAL

We are professional in our performance.

- hard working, efficient & effective
- ensuring all of our resources are used to maximise the impact of our work.

LEADERSHIP

We provide leadership and positive energy focused on helping communities to develop solutions.

INTEGRITY

We demonstrate the highest levels of integrity within our work.

- striving to build genuine partnerships that are committed to places for the long term.

MAKING AN IMPACT

We are driven to make a difference to our communities.

- we effect genuine change and we can demonstrate the impact of our work

COMPASSION

We take a person-centred approach that delivers compassionate support to those members of our community in need of our help.

KNOWLEDGE

We are knowledgeable in our field of expertise and use our creativity to develop new and innovative approaches to tackling difficult community problems.



EQUALITY AND DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics').



SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.

We ask all staff to undertake safeguarding training when they join us.



SUSTAINABILITY

We are committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our environmental policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment.

The policy relates to all areas of our work and contains responsibilities for all employees.

RECRUITMENT PROCESS

CLOSING DATE: Midnight Sunday 23rd August 2026

To apply for this position, please complete the online application form via the relevant vacancy listing available on our website which can be found here:

<https://groundwork.org.uk/about-groundwork/careers-across-groundwork>

Please complete the following before the closing date:



Completed Application Form

Demonstrating how your knowledge, skills, experience and values meet the requirements of the role in line with the person specification.

Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our HR team before shortlisting



Signed GDPR Statement acknowledgment

This document will be removed by our HR team prior to shortlisting*



Completed Equal Opportunities Monitoring Form

This document will be removed by our HR team prior to shortlisting*



Completed Declaration of Convictions Form

This document will be removed by our HR team prior to shortlisting*



Completed Referees Form

This document will be removed by our HR team prior to shortlisting*.

This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*Groundwork Cheshire, Lancashire and Merseyside collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

INTERVIEWS

You will be contacted shortly after the closing date with an update on the status of your application.

Interviews will take place in-person in Wigan on 4th September.

Finance Assistant

£14,082 – £15,450*

*(based on 20 hours per week)



Help shape stronger communities by keeping the finances behind life-changing projects running smoothly.

Every successful community project starts with strong foundations – and that's where you come in.

At Groundwork Cheshire, Lancashire & Merseyside, every invoice processed, payment made and ledger balanced helps support projects that improve communities, protect the environment and create opportunities for people across the region.

As our Finance Assistant, you will play a vital role in ensuring the smooth running of our financial operations, helping the organisation deliver meaningful and lasting impact.

Joining our supportive Finance Team, you'll be involved in a wide range of responsibilities including sales and purchase ledger activities, customer and supplier liaison, expense processing and financial administration.

This is an excellent opportunity for someone who enjoys working with numbers, takes pride in accuracy and wants to be part of a team that values collaboration, professionalism and continuous improvement.

If you're passionate about finance, motivated by making a difference, and want your work to support projects that have a lasting impact on people and places, we'd love to hear from you.

Apply today and help make every pound count.

What we will offer you

- > 25 days holiday entitlement increasing with length of service, plus public holidays (pro rata for part time staff)
- > Flexible working arrangements, depending on the needs of the role
- > Enhanced employer pension contribution (6%) increasing further with length of service
- > Cycle to Work salary sacrifice scheme, if eligible
- > Employee Assistance Programme
- > Death in Service Benefit, if eligible





JOB DESCRIPTION

Finance Assistant

Salary:	£14,082 – £15,450 pro rata (Full-Time Equivalent £25,524 – £28,003)
Hours of work:	Part time - 20 hours per week
Pattern of work:	Tuesday to Friday, 9:30am to 2:30pm <i>Flexible start and finish times to be agreed with line manager</i>
Location:	74 - 80 Hallgate, Wigan, WN1 1HP
Term:	Permanent
Responsible to:	Finance Manager
Responsible for:	N/A

BACKGROUND

1. This post is within Groundwork Cheshire, Lancashire & Merseyside's Finance & Support Service Department, which is one of four that make up the Trust's operations.
2. The team focuses on providing high quality support services to assist the Trust's operational programmes, and ensures compliance with regards all statutory functions.
3. For more information about the organisation, service or project please see www.groundwork.org.uk/sites/clm.

SCOPE OF THE ROLE

The primary function of the Finance Assistant is to assist in the delivery of a comprehensive, high quality financial service to Groundwork Cheshire, Lancashire & Merseyside.

They are expected to plan and organise their workload to ensure that targets and deadlines are met.

They will also be required to work flexibly and effectively both individually and as a team member to achieve team objectives and ensure departmental deadlines are achieved.



MAIN DUTIES & RESPONSIBILITIES

Sales Ledger:

- Raise invoices and credit notes for external submission
- Allocating income received
- Investigating and recording other receipts
- Maintaining the invoice/ receipts log
- Reconcile, update and circulate aged debtors report to SMT
- Assist with credit control on customers accounts, which includes making telephone calls to customers to discuss unpaid invoices, queries and agree payment dates
- Respond to ad hoc queries from customers
- Set up new customers on PIMS & SAGE

Purchase Ledger:

- Responsible for accurate recording of staff expenses and processing monthly payments
- Assist with Purchase Ledger including coding, input and resolving queries relating to invoices
- Assist with the preparation of purchase ledger statement reconciliations and follow-up of queries
- Assist with the production of the payment run which includes payments by BACS and cheque
- Process debit card payments
- Respond to ad hoc queries from staff and suppliers

Project Accounting:

- Compile monthly 'Business Improvement District' transaction activity
- Scan invoices to support the information collated

General Duties:

- Assisting with sundry project administration and grant claims
- Assisting with month end procedures
- Assist with the update and development of Sales Ledger, Purchase Ledger and PIMS system procedures
- Provide cover within the Finance Team to ensure continuity of services provided

Ad hoc:

- Any other duties requested by the Finance Manager and commensurate with the role.

Note:

This is a description of the job as it is currently envisaged at the date advertised. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed



Person Specification

(requirements of the job holder)

Assessment Method Key -

A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E)	Desirable (D)	Assessment Method
Experience			
Previous experience of working in a finance office	✓		A / I
Previous experience of operating Sales and Purchase Ledger functions	✓		A / I
Understanding and experience of computerised accounting systems i.e. SAGE 200	✓		A / I
Previous experience within a Charity		✓	A / I
Knowledge			
Possess good working knowledge of Microsoft Office and Excel Skills	✓		A / I
Experience of general financial systems and finance functions	✓		A / I
Understanding of Project Accounting		✓	A / I

	Essential (E)	Desirable (D)	Assessment Method
Skills and Abilities			
Excellent communication and organisational skills	✓		A / I
Good written and numeracy skills	✓		A / I
A polite telephone manner	✓		A / I
Be organised and able to deal with busy periods within the office	✓		A / I
Ability to use own initiative	✓		A / I
Ability to deliver accurately to instruction given	✓		A / I
Able to cope well under pressure	✓		A / I
Education, Training and Qualifications			
GCSE Maths and English grade A – C	✓		A / I
AAT Level 2 or Qualified by Experience		✓	A / I
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	✓		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	✓		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	✓		A

	Essential (E)	Desirable (D)	Assessment Method
Personal Qualities and Commitments			
Willingness to attend departmental/trust meetings/training events as and when required.			A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any specific requirements or reasonable adjustments.

Groundwork Cheshire, Lancashire and Merseyside strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

As a Disability Committed employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.

We are proud to demonstrate our commitment to fair pay by ensuring that every employee within our organisation receives at least the Real Living Wage. This pledge reflects our belief that work should provide not only financial stability but also dignity and respect. By paying the Real Living Wage, we aim to support our team's wellbeing and contribute to a more equitable society.

>> How to apply

Interested?

To apply for this position, please complete the online application form for the relevant vacancy, located here:

<https://groundwork.org.uk/about-groundwork/careers-across-groundwork>

Please submit your application form before the closing date.

If you have any queries, please contact us:

Email: recruitment@groundwork.org.uk

Tel: 01942 821 444

CLOSING DATE FOR APPLICATIONS: Midnight Sunday 23rd August 2026



Groundwork Cheshire, Lancashire
and Merseyside.

