

Charity number: 1177062

# Finance and Operations Officer

# Recruitment Pack



**Leeds  
Children's  
Charity at  
Lineham Farm**

[www.leedschildrenscharity.org.uk](http://www.leedschildrenscharity.org.uk)

# Welcome

## Foreword from our Chief Executive



Thank you for your interest in joining Leeds Children's Charity and for considering being part of the next chapter in our journey.

For over a century, our charity has been dedicated to brightening the lives of young people by providing opportunities for joy, adventure and a sense of belonging. We believe that every child, regardless of background, should have the chance to experience life-changing opportunities that build confidence, resilience and lasting memories.

We are now looking to strengthen our team with a Finance and Operations Officer. This is a key role at Leeds Children's Charity at Lineham Farm, supporting both the Finance Manager and CEO to ensure the charity runs smoothly and efficiently. It's a varied position that touches every part of our work — from finance and administration to helping keep our operations on track. You'll play an important part in enabling our small, dedicated team to deliver exceptional experiences for the children who need them most.

If you're very organised, proactive, and enjoy making a real difference behind the scenes, this role offers a rewarding opportunity to be part of something truly special.

Best wishes,  
Sharon Milner  
Chief Executive



# Role information



- **Job title:** Finance and Operations Officer
- **Salary:** £28,000 - £31,000 per annum (depending on experience)
- **Hours:** Full Time
- **Contract:** Permanent
- **Location:** Onsite Leeds Children's Charity, Lineham Farm, with some hybrid working
- **Reporting to:** Finance Manager

## Rewards and benefits

As a charity, our people are at the heart of everything we do, and we are actively reviewing our rewards and benefits package.

- Competitive salary
- 25 days holiday per year
- Pension scheme - 3% employer contribution
- On-site, free parking
- Beautiful rural farm location
- Access to Charity Discount site





# About us



Leeds  
Children's  
Charity at  
Lineham Farm

## Who we are

At Leeds Children's Charity, we believe every child deserves the chance to experience joy, adventure, and a sense of belonging. For over a century, we have been dedicated to brightening children's lives by offering unforgettable breaks and enriching learning opportunities that create lifelong memories.

Our work focuses on children and young people who face disadvantage, hardship, or difficult circumstances at home. Through safe, nurturing, and inspiring environments, we help them to explore the world around them, build confidence, discover new skills, and simply enjoy being children.

*"Leeds Children's Charity at Lineham Farm offers something that we cannot – the opportunity for children to 'get away' from the oppressive circumstances that they find themselves in, and show them a viable alternative."* - **HEADTEACHER**

## Our values

- Passionate
- Purposeful
- Transparent
- Connected
- Engaged
- Compassionate

# Role structure



**Sharon Milner**  
Chief Executive



**Ben Ferguson**  
Finance Manager

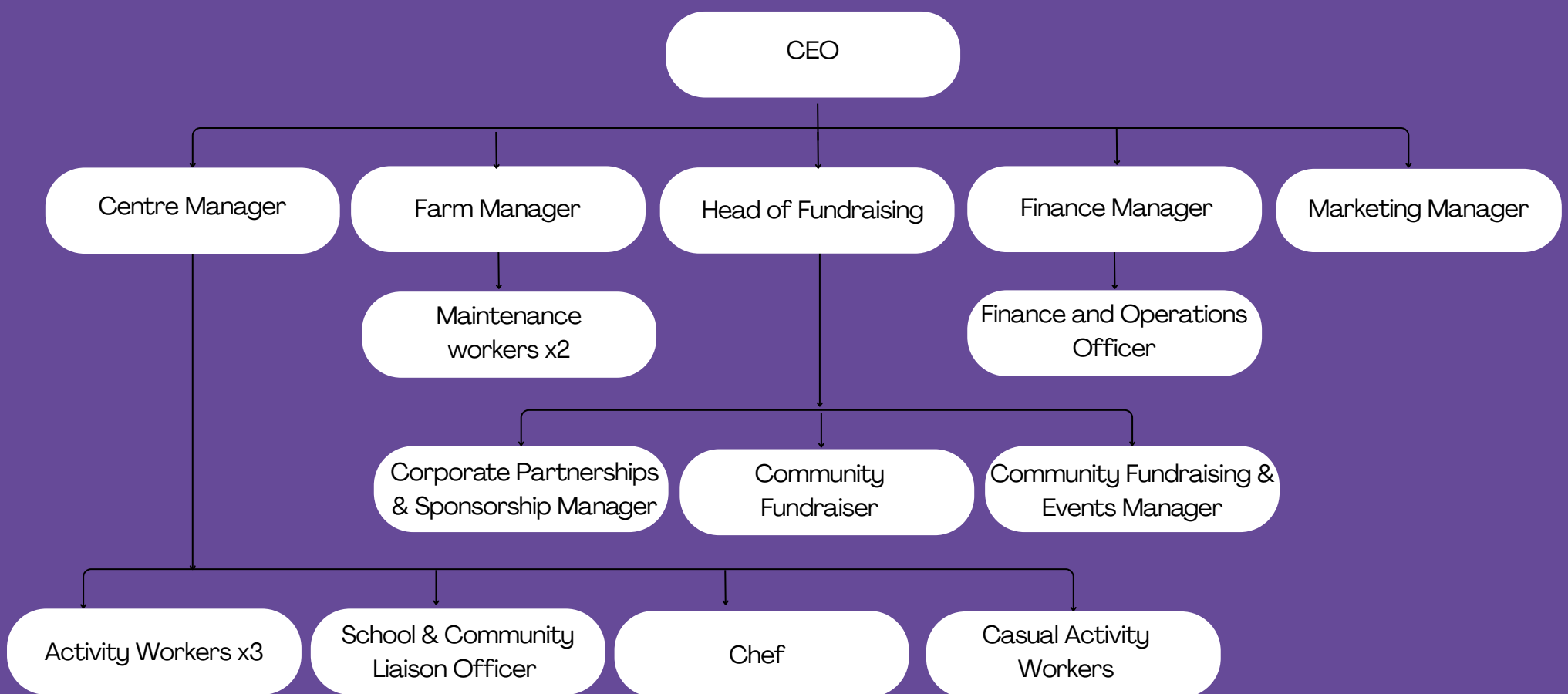


**Vacancy**  
Finance and Operations  
Officer



**Leeds  
Children's  
Charity at  
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# Organisational Structure



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# The Role



## Role Purpose and Scope

The Finance and Operations Officer will provide strong financial management support to the Finance Manager, while also overseeing core operational and facilities coordination at Lineham Farm.

The role strengthens financial control, reporting, and forecasting as Leeds Children's Charity grows its income, fundraising activity, and operational scale, and introduces clear responsibility for day-to-day facilities coordination to support safe, compliant, and well-maintained premises.

## Key Responsibilities

### Financial Management (Core – approximately 80%)

- Prepare monthly management accounts and financial reports.
- Support budgeting, cashflow forecasting, and variance analysis.
- Reconcile income from multiple sources (events, donations, grants).
- Monitor restricted/unrestricted funds and ensure compliance with funders.
- Assist with year-end accounts and audits, including liaising with accountants.
- Maintain and improve financial controls, processes, and systems (e.g. Xero).
- Support payroll processes (without directly processing payroll).
- Provide accurate financial data for reporting, fundraising, and impact measurement.
- Drive continuous improvement in financial and operational systems.

### Operations Management (20%)

- Oversee day-to-day upkeep of Lineham Farm (buildings, grounds, shared spaces).
- Manage relationships with contractors and suppliers.
- Support facilities contracts and cost control.
- Maintain compliance records (maintenance, inspections, servicing).
- Assist with health & safety and premises compliance.
- Coordinate with internal teams to ensure facilities meet operational needs.

Any other duties as required.

# Person Specification

## Essential Criteria

- Proven experience in a finance-focused role or combined finance/operations role
- Experience preparing management accounts and/or financial reports
- Strong capability in using financial systems
- High level of numeracy and financial literacy
- Experience coordinating suppliers or contractors
- Confidence working with senior leaders and Trustees
- Strong organisational skills and attention to detail

## Desirable Criteria

- Experience working in a charity or not-for-profit environment
- Experience supporting fundraising income reporting
- Experience coordinating facilities or premises in a residential or visitor setting
- Part-qualified or qualified or experienced in finance

## Additional Information

The postholder will be expected to:

- Work in line with Leeds Children's Charity's values, safeguarding responsibilities, and policies
- Contribute to a safe, compliant, and well-managed working environment
- Take a proactive, problem-solving approach to finance, operations, and facilities issues



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# We'd love to hear from you!

Together, we can ensure every child in Leeds reaches their full potential. Ready to make a difference?

**Application Deadline - 2<sup>nd</sup> April, 2026**

To apply please send CV and covering letter to [finance@leedschildrenscharity.org.uk](mailto:finance@leedschildrenscharity.org.uk)

[www.leedschildrenscharity.org.uk](http://www.leedschildrenscharity.org.uk)



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