

Penny Post Group Credit Union

Finance Lead Supervisor – Job Summary

Annual Salary: £35k - £40k

Hours: 35 per week, Monday to Friday

Reports to: Chief Finance Officer

Location: Penny Post Group Credit Union – Manchester

Closing Date for applications: Friday 3rd October 2025

About the Organisation

Penny Post Credit Union is a dynamic and growing organisation committed to providing high-quality service to its members. The Finance Lead Supervisor plays a vital role in maintaining financial integrity and operational efficiency within the finance team.

Purpose of the Role

To lead and supervise the finance administration team, ensuring accurate and timely processing of member payments, payroll deductions, reconciliations, and financial reporting. Continuous process improvement, understanding the data and the context operating in is a key strategic driver for the role. The role supports strong internal controls and provides financial insights for Leadership and Board strategic decision-making.

Key Responsibilities

Leadership & Supervision

- Manage a team of 3 finance professionals
- Mentor team members and support their development
- Ensure adherence to company policies, financial procedures, and GDPR

Financial Operations

- Oversee payroll deductions, invoicing, reconciliations (daily/monthly)
- Manage month-end and year-end closing processes
- Process journals, accruals, pre-payments, and prepare management accounts
- Complete full balance sheet and bank reconciliations
- Handle internal/external reporting and assist with audits

Customer & Stakeholder Interaction

- Handle queries from members, suppliers, and payroll partners via phone, email, and in person
- Liaise with other departments for financial planning and analysis
- Maintain strong working relationships with payroll partners

Reporting & Compliance

- Deliver daily and monthly financial reports for the CFO and marketing team
- Conduct fraud and AML checks
- Prepare BACS reports and ensure compliance with all regulatory requirements

System & Process Management

- Use SAGE 200 and Excel for financial tasks
- Continuously improve processes and enhance operational efficiency
- Maintain accurate filing systems (digital and paper)

Person Specification

Essential Skills & Experience

- Strong Excel skills
- Previous experience with month-end processes
- Demonstrable experience of ability to understand data and driving process improvement / implementing strategic change
- Experience with SAGE 200
- Excellent attention to detail and data accuracy
- Customer service orientation
- Strong verbal and written communication
- Ability to work independently and as part of a team
- Part qualified ACCA or CIMA

Desirable

- Financial services experience
- Experience handling audits, management accounts & balance sheet reconciliation

Core Competencies

- Adaptability – Open to change and improvement
- Accountability – Takes responsibility for actions and outcomes
- Customer Focus – Delivers high-quality service to members
- Projects and Change – Effectively drives performance through strategic change
- Communication – Clearly conveys information and listens actively
- Teamwork – Collaborates and supports colleagues
- Planning – Organised, efficient, and deadline-oriented
- Problem Solving – Uses analysis and judgment to resolve issues
- Respect for Diversity – Treats all individuals with dignity and respect

This role is subject to DBS and other due diligence checks.

Please send CV and covering letter to michelle@penny-post.co.uk