Greentop
Community Circus Centre
St Thomas Building
74 Holywell Road, Sheffield, S4 8AS
0114 244 8828 admin@greentop.org
www.greentop.org

Greentop is hiring for its in-house finance manager role!

Role: Finance Manager for Greentop Community Circus Centre

Renumeration: £28,000 pro rata 10 hours / week (£7,000/year)

Flexible Hours: 10 hours per week, ideally split over 2-3 weekdays and in office hours only.

Location: Greentop Office, St Thomas Building, 74 Holywell Road, Sheffield, S4 8AS. *Hybrid working possible once established in role, provided there is a suitable reliable internet connection and set up.*

How to Apply: Please send through a covering letter outlining why you are suitable for the Finance Manager role (max 2 pages) and a CV (max 2 pages) to manager@greentop.org before the deadline below

Deadline: Friday 27th November 2026

Interviews: Wednesday 9th or Thursday 10th December 2026

Main Purpose and scope of the role

The Finance Manager will be responsible for the accurate day-to-day bookkeeping and effective financial management of Greentop. Greentop is a registered charity with an annual turnover of under £300,000. We employ six staff and work with over 30 freelance teachers, performers and consultants.

We are looking for an organised, proactive and experienced finance professional with strong bookkeeping and financial management skills, including experience using Xero and other financial systems.

The successful candidate will have a proven ability to manage accounts efficiently within part-time hours, work independently, prioritise competing demands and meet financial deadlines.

You will be comfortable working closely with our small team, communicating with key stakeholders and liaising with our external accountants when required. A friendly, approachable and professional manner is essential, alongside the confidence to take ownership of the financial administration of a small charity.

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Specific Duties

- Use Xero accountancy programme and in house CRM to process bills from emails and create pay-runs twice per month (dates scheduled in advance)
- Deal with any incoming paperwork and emails relating to bills, invoices, or other financial related areas
- Use Xero to reconcile the bank account
- Process money and cheques received ready for banking and use Excel to keep records
- Process petty cash transactions from receipts and count and record cash
- Use online banking to process payroll, the pay-runs and the monthly PAYE bill
- Use CRM and Xero to process and send invoices and chase late payments
- Liaise with external accountants for end of year
- Quarterly management accounts reporting using Xero and liaising with the centre director on the content
- Running reports and managing charity funding payments

General Duties

- To ensure commitment to core values inform all aspects of the work, including equal opportunities
- To work within all policies and procedures that are in place
- To undertake further training as required
- Other duties as required

Essential criteria

- Appropriate bookkeeping experience and/ or qualifications
- Extensive knowledge and experience of Xero for all duties
- Excellent computer skills and the proven ability to use a range of packages including Microsoft Office
- Flexibility and the ability to adapt according to the needs of the team and charity
- The ability to work on own initiative and as part of a small team
- A positive and enthusiastic attitude and work ethic
- Understanding of charity finance

Desirable criteria

- Knowledge of Salesforce CRM & BookWhen
- Accountancy Qualification
- Knowledge of charity project funding and budgets
- Degree Level Qualification (2:1 or higher)