

Section A: Job Details			
Reference Number:	CPAUK100926		
Campaign Type:	External and Internal (Concurrent)		
Job Title:	Finance Manager		
Payband:	B1		
Pay Range:	£45,359 (entry level) - £51,885 (maximum of pay band) <i>Appointments are normally made at entry level</i>		
Allowances:	N/A		
Reports To:	Deputy Chief Executive		
Number Of Posts:	1	HOURS P/W	Full time
Contract Type / Duration:	Permanent		
Issue Date			
10.09.2026			
Closing Date for Applications			
Sunday 27th September 2026, 11:55pm			



Section B: Scope of the Role

Job Purpose

We are the UK branch of the Commonwealth Parliamentary Association (known as CPA UK). We are based in the Houses of Parliament and represent the UK Parliament in the Commonwealth. We bring together parliamentarians to share good practice. We strengthen parliamentary democracy. Peer to peer learning is central to how CPA UK works. We organise meetings and visits in the UK and overseas. Our aim is for UK and Commonwealth parliamentarians and officials to share knowledge and learn from each other. Our members talk about a huge variety of topics. Our key themes are eliminating violence against women and girls, tackling climate change, trade in the Commonwealth and digital transformation.

For further information about CPA UK work please see www.uk-cpa.org

The Finance Manager is responsible for the overall management and delivery of the finance function for CPA UK. You will be responsible for financial modelling and analysis, management of finance data and preparation of the accounts in readiness for the annual external audit. You will ensure that internal finance policies are fit for purpose and that internal financial controls are applied. This includes providing guidance and support to colleagues regarding business decisions.

The Finance Manager will operate as a proactive **Finance Business Partner**, working closely with managers and senior leaders to provide financial insight, constructive challenge and support overcoming difficulties and answering questions. The postholder will help inform decision-making, problem-solve, improve organisational performance and ensure resources are used effectively to achieve the organisation's objectives.

The role provides a compliance function in filing accounts and recording our Executive Committee's membership correctly with Companies House and The Charity Commission.

The finance team consists of the Finance Manager and a Finance Officer. The Finance Manager reports to the Deputy Chief Executive who is Head of the Business Strategy Team in which the role sits. CPA UK's annual turnover is around £3M.

Key Internal Relationships – including

- CPA UK's Budget Holders in both Houses of Parliament (International Parliamentary Relations Offices) and their finance business partners.
- CPA UK Treasurer and members of the Finance, Audit and Remuneration Committee and the wider Executive Committee.
- Staff in other Parliamentary Departments including Finance and Payroll
- CPA UK Staff

Key External Relationships – including

COMMONWEALTH PARLIAMENTARY ASSOCIATION UK

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- Bank (RBS)
- Cabinet Office, Capita (pension administrators)
- External Auditors
- CPA HQ Secretariat & Westminster Foundation for Democracy
- Government Departments e.g. FCDO
- Suppliers and contractors including those overseas
- Companies House and The Charity Commission

Management Responsibility

Responsibility for the matrix management of the Finance & Administration Officer. Experience in line management, coaching and feedback would be a benefit.

Additional Information Regarding the Post

Location	The post is based in the CPA UK offices on the Parliamentary Estate. Hybrid working arrangements are in place. There is a requirement to work at least one day a week in the office, with more presence needed during probation and to support in-person meetings and delegations.
Hours & Annual Leave	The standard working week is 35 hours with one hour per day unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes. Annual leave – 35 days per financial year of which 5 days are to be taken during the Christmas parliamentary recess and 2 days during the Easter parliamentary recess.
For Further Information	Visit www.uk-cpa.org



Section C: Job Specification

Description of Duties

Financial Management, Planning and Processing

- Support Senior Management Team (SMT) on all financial matters, by providing accurate and timely financial information, analysis and commentary; including monitoring overall and team budgets.
- Using the Finance Business Partner model develop good working relationships across the organisation and work proactively with managers and senior leaders to provide financial insight, constructive challenge, answer questions and support overcoming difficulties.
- Develop a good understanding of the organisation's business model and operations to inform decision-making and problem-solving, improve organisational performance and ensure resources are used effectively to achieve the organisation's objectives.
- Support externally funded projects in preparing bids and budgets, tracking income and expenditure and periodic billing.
- Advise SMT on the management of financial risk, and ensure maintenance and development of rigorous processes, including procurement, which maximise VFM and minimise exposure to financial loss or reputational damage.
- Manage and maintain accounting and financial information systems, policies and procedures and ensure decision-making is based on the best available information.
- Prepare monthly management accounts, forecasts of outturn and other financial reports as required; including regular updates to teams and as required to the Executive Committee and Finance, Audit & Remuneration Committee.
- Lead the finance input to the annual business planning and budget forecasting process set out in the financial memorandum with both Houses.
- Lead contact with both Houses on other budget matters, reports and implementation of the financial memorandum.
- Use online banking to manage cashflow and process payments.

Audit and Compliance

- Prepare annual published accounts to time
- Be the main point of contact with external auditors. Agree an audit plan and timetable in consultation with senior managers. Prepare/ coordinate all required reports, analysis and evidence in advance of, and during fieldwork. Brief SMT on progress. Implement audit recommendations.
- Provide advice on and contribute to statutory reporting obligations as a Company Limited by Guarantee and a Charity.
- Ensure adherence to external funder financial policies and reporting requirements.



Pay and Pensions

- Ensure accurate and timely pay and pension processes are followed.
- Working with HR Adviser, provide SMT/colleagues with advice and guidance on pay and pension policy and practice.
- Lead contact with House payroll team, HMRC, the Cabinet Office and Capita (Pension Scheme Administrator).

Section D: Person Specification

Qualifications

Essential

- Qualified/part qualified accountancy qualification from one of the AAT/CCB/CIMA bodies OR significant relevant professional experience
- Experience of using Sage and/or other accounting systems

Desirable

- Experience in line management, coaching and feedback.

Skills and Experience

	Application	Interview
Experience of all aspects of accounts management including financial forecasting, planning, analysis, reporting and preparation of management accounts.	x	
Experience of providing support to projects and programmes using the finance business partner model .	x	
Experience managing multiple finance processes, whilst working with a range of stakeholders.	x	
A record of successful deadline management and dealing with conflicting priorities.	x	
Strong communication skills with a track record of producing high-quality financial reporting for different audiences.		
Highly numerate with ability to work quickly and accurately with financial data.		
Ability to be flexible and respond positively to change.		
Team working skills with an ability to build positive interpersonal relationships with colleagues and stakeholders.		



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