

Finance Manager

Welcome

Thank you for your interest in the role of finance manager at the Institute of Public Policy Research (IPPR). IPPR was launched in 1988, with the aim of generating and researching alternative, progressive policy ideas. Over more than three decades since, IPPR has worked to ensure that ideas that once seemed impossible have become reality. We are passionate and committed to working towards a fairer, greener, and more prosperous society through our pioneering research as the UK's leading progressive research charity.

From making the early case for the minimum wage and taking regional inequality to the top of the political agenda, to proposing a windfall tax on energy companies, our research and policy work has put forward practical solutions for the crises facing society - to enable justice, progress and change. In 2004, IPPR North was launched to lead work on devolution and regional inequality and connect our work more deeply with people of the villages, towns and cities too often been neglected by national policymakers. A decade later came the launch of IPPR Scotland, with the aim of shaping progressive policy north of the border as increasing powers were transferred to the Scottish parliament.

We are seeking a **finance manager** to play a key role in running IPPR's finance function and supporting our ambitious research and policy work. This hands-on role combines financial management, reporting and analysis with opportunities to contribute to wider organisational planning. You will oversee our day-to-day finance operations, ensuring our financial processes are accurate, efficient and well managed.

Working closely with our director of finance and operations, you will oversee financial transactions, reconciliations, payroll and reporting, while supporting budgeting, forecasting and financial planning. You will work collaboratively with colleagues across IPPR, providing practical financial advice, improving systems and finding more effective ways of working.

We are looking for a capable, rigorous and ambitious finance professional with strong financial foundations, excellent analytical and Excel skills, and the confidence to think independently, exercise sound judgement and solve problems. You will be intellectually curious, quick to learn and keen to take ownership. You may not yet have held a finance manager role, but what matters most is your capability, initiative and potential to develop.

This is an opportunity to make a meaningful contribution to an organisation developing progressive ideas that make a difference, while broadening your experience and developing towards a more senior finance role. If you believe you have the skills, experience and qualities we are looking for, we would be delighted to hear from you.

About us

The Institute for Public Policy Research (IPPR) is an independent charity working towards a fairer, greener, and more prosperous society.

We are researchers, communicators, and policy experts creating tangible progressive change, and turning bold ideas into common sense realities.

Working across the UK, IPPR, IPPR North, and IPPR Scotland, and through our pioneering participative research, we are deeply connected to the people of our nations and regions, and the issues our communities face.

We have helped shape national conversations and progressive policy change for more than 30 years. Today, our work drives social, democratic, environmental, and economic progress by securing:

- well-funded and reformed public services (health, care, housing, education) and social security that ensures everyone has access to the basics they need to flourish
- a renewed democracy which gives everyone a voice in society and passes power down to people, places, and communities, alongside a fair and compassionate immigration system which supports social integration
- a modern, green economy that delivers prosperity and justice to all people and places through actively shaping markets for social good and tackling concentrations of wealth and power.

LANDMARK RESEARCH

Over the last two years, IPPR has made significant contributions to the AI policy debate. In [“Transformed by AI”](#) we estimated the degree to which the UK jobs market could be impacted by generative AI and outlined the various tools that could be used to manage it. This included the call for a job-centric industrial strategy for AI. In [“the new politics of AI”](#) also called for a [re-think of AI policy](#), to make it more mission aligned and linking it more to democratic deliberation. In [“the direction of AI innovation in the UK”](#) we produced a first-of-its-kind quantitative measure of AI innovation and highlighted where policy currently falls short.

Our landmark reports have included the Commission on Economic Justice, a two-year inquiry to examine the challenges faced by the economy, which brought together leading figures from business, trade unions and civil society, including the Archbishop of Canterbury, the head of the City of London Corporation and the general secretary of the TUC. Its [2018 final report](#) won broad support for its bold proposals to fundamentally reform the UK economy and is still shaping debate today.

IPPR's cross-party Environmental Justice Commission was established to respond to the climate crisis and put forward a Green New Deal plan for the UK to move to net zero. Its [influential report](#), designed to secure public support for the transition because it put fairness at its heart, was published in 2021. A further IPPR [Commission on Health and Prosperity](#) has recently concluded and was lauded by Wes Streeting, the secretary of state for health and social care.

Throughout IPPR's history, the Institute has incubated and launched a series of practical initiatives to test and demonstrate our ideas in practice, including [Frontline](#), [Think Ahead](#), and [The Difference](#). IPPR also incubated [Centre for Cities](#) which became independent in 2007, and more recently [Workwhile](#), which became independent in 2025.

Across the decades, generations of IPPR leaders, researchers and communicators have helped to transform the climate of ideas and propose practical policies to put them into effect, work which continues today. Our alumni community have gone on to work at the highest levels of the media, government, parliament, business and civil society organisations.

Job title: Finance Manager

Responsible to: Director of Finance and Operations

Contract: Permanent

Hours: 37.5 hours a week (IPPR is undertaking a trial of reduced working hours, with a standard working week of 35 hours)

Salary: £44,156 to £57,256 per annum depending on experience

Role purpose

The finance manager plays a key role within the operations team, overseeing day-to-day finance operations and ensuring the accuracy, integrity and effective management of IPPR's financial records, systems and processes.

This is a hands-on and autonomous position requiring someone who is proactive, resourceful and confident working independently. You will take responsibility for the day-to-day delivery of financial processes, ensuring that financial information is complete, accurate and up to date, routine tasks are completed on time, and issues are anticipated, investigated and resolved or escalated appropriately.

Working in a busy and fast-paced environment, you will manage multiple priorities and deadlines while maintaining accuracy, professionalism and high standards. You will be a quick learner and enjoy taking on new challenges and finding better ways of working. You will work closely with the director of finance and operations and collaborate with colleagues across the operations team, project leads and budget holders. The role combines detailed operational finance with project budgeting, financial analysis, systems improvement and support for organisational decision-making.

This is an exciting opportunity for a capable and ambitious finance professional who is keen to develop their skills, broaden their experience and take on greater responsibility over time. You'll gain exposure to wider financial management, planning and decision-making, with opportunities to develop the skills and experience needed for a more senior finance role. We're interested in potential as well as experience, and are looking for someone who shows initiative, is motivated to develop professionally and wants to build their career with IPPR.

Key responsibilities

Day-to-day finance operations and Sage 50

- Oversee the day-to-day processing for all income and expenditure through Sage 50 Accounts, including purchase and sales ledgers, payments, receipts, expenses, credit cards and other financial transactions, ensuring accurate

coding, appropriate authorisation and supporting documentation, with support from the operations officer.

- Ensure all financial information and transactions are recorded accurately, completely and promptly, maintaining reliable and up-to-date accounting records.
- Complete all required reconciliations, including current and savings bank accounts, credit cards, balance sheet and ledger accounts, investigating and resolving discrepancies promptly.
- Maintain the accuracy and integrity of Sage 50 ledgers, financial controls, records and procedures.
- Maintain a well-organised finance timetable, ensuring recurring tasks, month-end activities and reporting deadlines are anticipated and completed on schedule.
- Take ownership of day-to-day financial matters, exercising sound judgement, proactively identifying and resolving issues and risks, following up outstanding matters and escalating more complex or significant issues where appropriate.
- Proactively identify and propose improvements to financial systems, processes and controls, taking ownership of implementing agreed changes.

Invoicing and credit control

- Manage sales invoicing, ensuring invoices are accurate, issued on time and aligned with funding agreements and contracts.
- Maintain accurate records of income due and received.
- Proactively manage credit control, regularly reviewing aged debt and following up overdue invoices.
- Liaise professionally with funders, clients and other external organisations to resolve invoicing and payment queries.

Payroll and pension

- Manage the monthly payroll process with the Head of HR and external payroll provider, ensuring starters, leavers, salary changes and other adjustments are processed accurately and on time.
- Review payroll inputs and outputs, investigate and resolve discrepancies, and complete payroll and pension reconciliations, including monthly and year-end requirements.
- Maintain accurate and confidential payroll and pension records.

Project budgeting, management information and financial support

- Work closely with colleagues across operations, project leads and budget holders on the preparation, monitoring and forecasting of project budgets.
- Ensure project financial information is accurate, current and understood by colleagues, and support them to manage budgets effectively.
- Monitor actual income and expenditure against project and organisational budgets, investigate variances and identify emerging financial risks or pressures at an early stage.
- Produce financial reports and analysis and provide practical support on project, funding and other finance-related queries.
- Contribute to the preparation of organisational budgets, forecasts and management accounts, taking increasing ownership of these areas as experience and capability develop.
- Explain financial information clearly to non-finance colleagues and help them understand the financial implications of operational decisions.

Financial management, year end and external relationships

- Act as a key point of contact for finance queries, providing practical support and guidance to budget holders and colleagues.
- Monitor cashflow and balances across current and savings accounts, arranging transfers where required in line with agreed financial controls and authorisation procedures.
- Support the preparation of statutory accounts and take responsibility for relevant year-end schedules, audit schedules and reconciliations.
- Build and maintain effective working relationships with auditors, banks, suppliers, funders, payroll and pension providers and other external stakeholders.
- Use financial information and analysis to identify trends, anticipate potential issues and make practical recommendations to support effective decision-making.
- Develop a broad understanding of IPPR's financial position, budgets and organisational priorities, contributing increasingly to financial planning, analysis and decision-making.

Systems, Excel and AI

- Use advanced Excel skills, including complex formulas, lookups, pivot tables and analysis of large datasets to solve problems, improve reporting and support financial decision-making. Excel skills will be assessed as part of the recruitment process.

- Develop and maintain a strong working knowledge of Sage 50 Accounts, with the ability to learn and adapt to new systems quickly.
- Use AI and other technologies effectively and responsibly to improve financial processes, reporting and analysis, ensuring appropriate checks for accuracy and compliance with data protection, confidentiality and information security requirements.
- Identify inefficient or unnecessarily manual processes and take the initiative to develop and implement practical improvements through better systems, automation and use of data.
- Constructively challenge existing ways of working, using sound judgement to understand why a process exists, whether it remains effective and fit for purpose and how it could be improved.

Wider operations team

- Work collaboratively with colleagues across the operations team, sharing knowledge, providing support and contributing to wider operational priorities.
- Take a flexible and proactive approach to supporting wider operational projects and activities, including during busy periods or colleagues' absences.
- Contribute proactively to a positive, inclusive and high-performing organisational culture.
- Demonstrate IPPR's values of being bold, collaborative, rigorous and inclusive through taking initiative, working constructively with colleagues, maintaining high standards and treating others with respect.
- Undertake other duties consistent with the scope and seniority of the role.

Person Specification

We are interested in capability and potential as well as experience. Candidates do not need to have encountered every situation before, but they must have strong financial foundations, excellent judgement and the ability to learn quickly and take ownership.

Essential finance and technical capability

- A professional accounting qualification (ACCA, CIMA, ACA or equivalent), either fully completed or in its final stages, or a relevant degree in finance or accounting (minimum 2:1 classification).
- Practical, hands-on finance experience and sufficient accounting knowledge to understand the purpose of core financial processes and controls, with the ability to learn unfamiliar processes quickly.
- Practical experience of core finance processes such as purchase and sales ledgers, invoicing, payments, credit control and bank, credit card and balance sheet reconciliations.
- Experience of Sage 50 Accounts or a comparable accounting system, with the ability to learn Sage 50 quickly where necessary.
- Advanced Excel skills, with excellent analytical ability and confidence using formulas, lookups, pivot tables and large datasets to interpret information and solve problems independently.
- An understanding of year-end accounting, audit processes, VAT requirements, payroll and pensions, with the ability to apply or develop this knowledge in practice.
- An interest in management accounting, project budgeting, forecasting and financial analysis, with the capability to take increasing ownership of these areas.

Essential ways of working

- An independent thinker with excellent problem-solving skills, sound judgement and the confidence to make decisions, take ownership and find practical solutions with minimal supervision, while recognising when to seek advice or escalate issues.
- Analytical, intellectually curious and quick to learn, with the ability to grasp complex information, identify what matters most, apply sound judgement and adapt when new information becomes available.
- A strong sense of ownership and follow-through, ensuring deadlines are met, outstanding matters are actively followed up and tasks are seen through to completion.
- The ability to manage multiple, changing and competing priorities while maintaining accuracy and high standards.
- Excellent attention to detail, with a rigorous and methodical approach to financial accuracy, controls and reporting.
- A confident and collaborative communicator, able to build effective working relationships, explain financial information clearly and challenge constructively when something does not look right.

- A continuous-improvement mindset, with strong digital skills and the confidence to explore and use new technologies, including automation and AI, effectively and responsibly.
- Ambitious and motivated to develop professionally, with the potential and appetite to take on greater responsibility and develop towards a more senior finance role.
- A commitment to IPPR's values of being bold, collaborative, rigorous and inclusive, demonstrated through a willingness to challenge existing ways of working, work constructively with others, maintain high professional standards and contribute to a respectful and supportive workplace.

Desirable criteria

- Experience of working in a charity, think tank or other not-for-profit organisation.
- Experience of preparing management accounts, budgets, forecasts or financial reports.
- Experience of project or funder budgeting and monitoring.
- Experience of teaching yourself new skills or identifying and implementing improvements to financial processes, reporting or systems.

Terms of appointment

Joining IPPR means being part of a progressive organisation that values work-life balance, professional development and employee wellbeing. We offer generous leave, flexible working arrangements and a collaborative and inclusive culture. Our offices are in London, Manchester and Edinburgh, with many colleagues working remotely for part of the week.

Salary

The salary for this role is £44,156 to £57,256 per year, plus benefits.

Appointments are typically made towards the lower end of the relevant pay scale. Our pay framework is designed to recognise and reward the knowledge, skills and experience colleagues develop over time. We support salary progression and promotion through our annual performance review process, and our salary scales are reviewed annually as part of our cost-of-living review.

Working hours

Our standard contractual working week is 37.5 hours. We are currently trialling a reduced working week of 35 hours, with no reduction in pay or annual leave entitlement. Under the trial, the standard working pattern is 7.5 hours Monday to Thursday and five hours on Fridays, allowing for an earlier finish ahead of the weekend.

The trial has been extended until 31 March 2027, while we continue to evaluate its impact and longer-term sustainability.

Contract period

This is a permanent contract.

Location

We value the benefits of in-person collaboration and ask staff to spend at least 40 per cent of their working hours in our London office, with the remainder able to be worked remotely.

We recognise that different working patterns suit different people and are open to flexible working arrangements, which can be discussed during the recruitment process or after joining IPPR.

Annual leave

We offer 25 days of annual leave, plus bank holidays and five additional Christmas closure days each year. Annual leave, bank holidays and Christmas closure days are pro rata for part-time staff.

Pension

We recognise how important it is to help you save for your retirement and offer a defined contribution group stakeholder pension scheme with Aviva. You can contribute up to 5.5 per cent of your salary, with your contribution matched by IPPR.

Probation period

This appointment includes a 6-month probationary period, during which the notice period is two weeks. Our probation process is designed to support your induction and development and ensure you have the guidance, resources and support you need to succeed in your new role.

Additional benefits

Wellbeing support: We provide access to occupational health services, Mental Health First Aiders and a 24/7 Employee Assistance Programme offering in-the-moment support and counselling, legal and financial advice, and specialist support and signposting services.

Family-friendly policies: We offer a range of family-friendly policies, including generous carer and parental leave, to support colleagues with family commitments. These include up to 21 weeks of maternity, adoption or shared parental leave at full pay, and six weeks of paid paternity leave.

Flexible working: We support a range of flexible working arrangements, including flexibility around working patterns and hours. We also offer paid time off to deal with emergencies and unexpected events.

Learning and development: We are committed to supporting the learning and development of our staff through formal and informal development opportunities, on-the-job learning and up to five days of paid study leave each year. Everyone has regular career and development conversations with their manager, and we encourage colleagues to share their knowledge and learning across the organisation.

Union and staff networks: Staff have the option to join a trade union, and our staff-led networks provide opportunities to share experiences, connect with colleagues and help build an inclusive culture. Listening to colleagues' ideas about how and where we can improve is an important part of our values and how we work.

Giving back: We offer three days of paid special leave each year to take part in volunteering activities.

Equality, diversity and inclusion: IPPR is committed to equality of opportunity and welcomes applications from all sections of the community and from applicants with a range of professional and lived experiences. As an organisation engaging in critical debate about a wide range of progressive policy issues, we value the creativity and range of perspectives that a diverse team can provide.

How to apply

We hope you will consider applying and look forward to hearing from you.

To submit your application, please visit:

<https://ippr.hrpartner.io/jobs/finance-manager-abldb>

Closing date: 23:30, 8 November 2026

Pre-interview assessments: Friday 13 November 2026, remotely

Interviews: 18 and 19 November 2026, at our London office

Equity, diversity and inclusion monitoring

We would be grateful if you could also complete our [equity, diversity and inclusion monitoring form](#). This information is collected for monitoring purposes only and will not be considered as part of your application.

Requesting reasonable adjustments

We want every candidate to have a fair and positive experience and the opportunity to perform at their best throughout our recruitment process. If you need any reasonable adjustments at any stage, such as information in an accessible format, additional time for assessments, or support during interviews, please contact us at recruitment@ippr.org as early as possible so we can discuss how best to support you.

All requests will be treated confidentially and will not affect your application.

What happens next

We are committed to informing all applicants of the outcome of their application. However, due to the volume of applications we sometimes receive, this may take a little time. Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted.

Shortlisted candidates will be invited to complete a practical finance and Excel assessment before interviews, designed to explore their analytical thinking, accuracy and problem-solving skills.

Thank you for your interest in joining IPPR. We wish you every success with your application.

Applicants guide: Right to work in the UK checks

Overview

UK employers are legally required to conduct Right to Work Checks. This is done to verify that their prospective employees have the appropriate and valid permission to work in the United Kingdom. This requirement is set out under the Immigration, Asylum and Nationality Act 2006, specifically Sections 15 to 25, and is supported by Home Office guidance that is updated regularly.

You'll need to prove your right to work in the UK before you start working for us, whether permanent, temporary, part-time, or casual. How you do this depends on your nationality and what kind of permission you have to work in the UK. This process must be applied consistently to all candidates, ensuring non-discriminatory practices irrespective of nationality, race, or ethnicity.

To verify a job applicant's right to work in the UK, the employer is required to check and retain evidence of from a list published by the Home Office. You can access the list [here](#). We are unable to accept applications from candidates that cannot provide documentary evidence of right to work in the United Kingdom, and we will not be able to confirm employment until this documentation has been produced. You must produce an original document – photocopies are not acceptable under the Act.

Please be aware that IPPR is not a sponsoring organisation. Therefore, you must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

1 If you're a British or Irish citizen

If you're a British or Irish citizen, you can prove your right to work in the UK with either of the following:

- a British passport
- an Irish passport or passport card

Your passport or passport card can be current or expired.

If you do not have a passport or passport card, you can prove your right to work with one of the following:

- a UK birth or adoption certificate
- an Irish birth or adoption certificate
- a certificate of registration or naturalisation as a British citizen

You must also give your employer an official letter or document from a previous employer or a government agency.

For example, you could use a letter from HM Revenue and Customs (HMRC),

the Department for Work and Pensions (DWP) or the Social Security Agency in Northern Ireland.

The letter must show your name and National Insurance number.

2 If you're not a British or Irish citizen

If you're not a British or Irish citizen, you can prove your right to work with:

- a share code - you can [get a share code online](#)
- your [eligible immigration documents](#)

You can choose which option you use.

If you cannot prove your right to work

If you're not a British or Irish citizen, your employer can check if you can work with the [employer checking service](#).

If you're a Commonwealth citizen, you may be able to [get documents to show that you can work in the UK through the Windrush Scheme](#).

If you have any further queries about these provisions, please do not hesitate to ask.