

**URBAN
PURSUIT**

**TAKING RISKS
TO TRANSFORM LIVES!**



FINANCE & BUSINESS MANAGER

Urban Pursuit
Job application information pack

urbanpursuit.co.uk

JOIN OUR TEAM

Urban Pursuit are seeking a Finance & Business Manager to oversee the financial management, business systems, and organisational infrastructure that are the foundation for our Bristol programmes to thrive.

This role combines hands-on financial management with strategic leadership of business operations. You will play a key role ensuring the organisation remains financially sustainable, operationally effective, and compliant during a period of growth.

Our programmes empower young people to make significant personal progress, gain hope, and journey towards a positive future. At the heart of our ethos is a spirit of adventure and responsible risk-taking. We use adrenaline sports and adventure activities to deliver personal and social development programmes that lead to lasting change in the lives of many young people.



CONTEXT



Job Title	Finance & Business Manager (<i>known internally as Business Lead</i>)
Senior Leadership Colleagues	<ul style="list-style-type: none">• CEO (Line Manager)• Growth Lead• Education Lead• People & Culture Lead
Direct Reports	<ul style="list-style-type: none">• Office Administrator (P/T)• Facilities Administrator (P/T)• IT Administrator (P/T with potential outsourcing)
Responsible For	<ul style="list-style-type: none">• Financial management and reporting• Leadership of business operations, inc. systems and process• Business infrastructure and organisational risk management
Salary	Pay is awarded on a tiered system, with pro-rated actual salary starting at £25,900 and rising to £28,412. (Equivalent to £42,069 to £46,149 FTE).
Contract	Permanent contract, initially 3.5 days per week. Bristol term-time working pattern.
Working arrangements	<p>School term-time plus up to 10 additional working days during school holidays. Flexibility required, particularly around payroll, month-end, and operational deadlines.</p> <p>Hybrid flexibility available by agreement following induction period. Minimum expectation of working across four days, with two office-based days each week.</p>
Location	Bristol harbourside office, with occasional local travel as required.
Perks	In addition to your contracted workplace pension and eleven non-working weeks per year, we boast of our supportive team, wellbeing practices, great shared office location, complimentary drinks fridge and company vehicles provided for work hours.

JOB DESCRIPTION



Strong organisational infrastructure underpins the success of our impactful programmes and you will play a key role within the Senior Leadership Team. As Urban Pursuit continues to grow, we are creating the dedicated role of Finance & Business Manager, bringing together responsibilities which have historically been shared by the leadership team and trusted external providers. As part of a structured induction and handover, you will receive support from both our existing bookkeeping provider and Board-level finance expertise as you establish yourself in the role.

About you

You are highly dependable, capable of balancing detail with strategy, and you calmly make confident decisions, even under pressure. You will be fully on-board with our vision: “Every young person finding hope and a future”.

You are confident handling finance, compliance, and operational administration within a growing SME environment. You are organised, commercially minded and enjoy solving problems, building systems, and simplifying complex operations.

You are comfortable being the organisation’s ‘go-to’ person for financial clarity. You are able to communicate financial information clearly to non-financial colleagues and can build trust across a diverse staff team. You will enjoy an environment alongside fun-loving operational staff, as opposed to a dull back-office.

You’ll fit in well if you can align yourself with our core values:

- We’re committed to building lasting relationships
- We’re proud to go the extra mile
- We never give up on young people

We recognise that strong candidates may come from a variety of backgrounds. You may, for example, be a School Business Manager, Finance & Operations Manager, Finance Manager, or Business Manager within a charity, SME, or education setting. If you have experience leading finance and organisational infrastructure and are motivated by our mission, then we encourage you to apply.



JOB DESCRIPTION

About the Role

The Finance & Business Manager will play a critical leadership role within Urban Pursuit, overseeing the financial and business infrastructure that supports our programmes and staff team.

You will lead on day-to-day finance management, including invoicing, payroll, budgeting, and reporting. You will ensure appropriate IT provision and manage internal systems. You will also ensure compliance across facilities, insurance, operational policies, and organisational risk management.

As part of the Senior Leadership Team, you will support the CEO by providing accurate financial reporting and management accounts, as well as business oversight and commercially sound recommendations.

Key priorities during the first year will be: successful migration from QuickBooks to Xero, procurement and implementation of a new Management Information System, strengthening management reporting and forecasting, and embedding business systems to support cost efficiency through organisational growth.

RESPONSIBILITIES



Financial Management

- Oversee day-to-day finance operations and management
 - Invoicing, payroll, credit control, debtor management
- Manage expense approval systems and authorisation
- Manage finance processes across both structures of the Limited Company and CIC (which holds a bursary fund)
- Management of budgets and forecasting
- Support the CEO, SLT and Board with financial insight and budget setting
- Production of monthly management accounts and financial reporting
- Maintenance of financial records towards annual accounts preparation and submission
- Oversee migration from QuickBooks to Xero and embed improved finance systems

Business Systems & Infrastructure

- Act as a member of the Senior Leadership Team
- Develop and improve organisational systems and processes
- Support SLT with business planning and organisational growth
- Ensure operational continuity and organisational resilience
- Support procurement decisions and supplier relationships
- Oversee company vehicles, facilities, and office infrastructure
- Coordinate major operational purchases and asset management
- Ensure adherence to operational policies and procedures

Business Infrastructure & Compliance

- Lead and support the functions of administration, facilities and IT
- Oversee GDPR compliance and data management systems
- Support systems and monitoring of health & safety and compliance
- Maintain company insurance policies and renewals
- Oversee procurement and implementation of internal Management Information System

External Relationships

- Liaise professionally with schools, suppliers, accountants, insurers, contractors, and external partners
- Support contract management and service agreements
- Build positive and professional working relationships across stakeholders

PERSON SPECIFICATION



Desirable attributes are marked with an asterisk (*). All others are essential.

Personal attributes

- Strong alignment with the company's mission and values
- Attention to detail
- Calm decision-making
- Enjoys improving systems, processes and infrastructure
- Exhibits accountability and follow-through
- Proactive rather than reactive
- Can hold difficult conversations professionally where needed
- Is trustworthy with confidential and sensitive information
- Can balance compliance with practicality
- Thrives in a varied role with changing priorities
- Ability to work collaboratively within a leadership team
- Professional and approachable with clients

Knowledge & Skills

- Financial competence and analytical thinking
- Strong organisational systems
- Clear communication
- Professional judgement
- Strong financial administration and reporting experience
- Experience managing business systems within an SME environment
- Strong organisational and administrative skills
- Excellent attention to detail
- Comfortable using Apple Macs
- Strong Excel and spreadsheet capability
- Ability to manage confidential information professionally
- Strong written and verbal communication skills
- Ability to prioritise workload independently
- Experience improving systems and processes

PERSON SPECIFICATION



Qualifications, Training & Experience

- AAT Level 4 qualified, MAAT, part- or fully-qualified ACCA / CIMA / ACA or equivalent practical experience gained in a leadership role
- Demonstrable experience of producing management accounts, budgeting, forecasting, payroll oversight and financial reporting
- Experience with accounting software such as Xero or QuickBooks
- Experience within education, alternative provision, charity, or social impact sectors *
- Experience working within a growing SME organisation *

Other Requirements

- An Enhanced DBS check clearance for child-workforce will need to be obtained if you do not already have one.
- Commitment to our Safer Recruitment procedures and reference checks.
- Right to work in the UK
- Full UK driving licence preferred *

APPLICATION PROCESS



Application Please apply through the Application Portal on our website's Vacancies page, including submitting the following two documents:

- Current CV, including contact details for two referees (one from your current/most recent employer)
- A covering letter (500 words max.) which outlines your personal vision, values and motivations, as well as the skills you have developed for this role

Note: All documents should either be in PDF or MS Word format. (Documents should not require passwords or links to cloud-based systems, such as Google Drive.)

Application Deadline Applications close **midday Wednesday 24th June 2026.**

Stage 1 If you are selected, we will arrange a short phone call on Monday 29th June

Stage 2 Those shortlisted will be invited to an interview on Thursday 2nd July.

Start Date The successful candidate will ideally begin 3rd September 2026.

WORKING CULTURE

We are proud of the culture we are building at Urban Pursuit in **'taking risks to transform lives'**! This role would suit someone who will enjoy the leadership influence towards building, improving, and strengthening our work to make a real difference in the lives of young people.



"It's a real honour to spend time in a fun and happy environment with the young people we support at Urban. Seeing them try new things, grow in confidence, and build positive relationships is the best feeling, and I really do love my job."



"Having the opportunity to support young people as they navigate difficult or painful emotions is truly rewarding. It's a genuine privilege to work alongside such compassionate colleagues. We support each other, which enables us to better support the young people through challenging times."

We are not a large corporate organisation. We are professional and innovative. We are hard-working and collaborative. We are a growing but close-knit team where people are trusted with meaningful responsibility, with an expectation to contribute positively to the wider organisation.

OUR STORY

Our Story

Urban Pursuit started in Bristol in 2011, with founders Neil and Emma Dennison. Since the beginning, things have been driven by a deep belief that we can change the story for many who struggle within mainstream education.

Urban Pursuit's focus on personal and social development is engrained throughout the Education Programme, which uses activities and adventure as a tool of engagement. Young people typically spend a day each week at Urban Pursuit alongside their regular education.



"Urban Pursuit is a very professional alternative education provider with such an impact on students' learning and development. Their dedication to understanding students on an individual level enables them to gain confidence and build their self-esteem. The individual feedback provided is invaluable."

Jo Williams
Redland Green School

Neil gave up a role as Assistant Headteacher and his career in mainstream education in order to provide better support for vulnerable young people. Emma moved from a role in the council's Behaviour Support Team and brought her experience in mentoring and small group work.

Together they worked toward the vision of 'every vulnerable young person finding hope and a future'. There have been many changes since those early days, but the belief remains the same: that the transformative power of relationship, risk and adventure can reduce school exclusions.

Meet our Founders

Neil and Emma Dennison





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LASTING RELATIONSHIPS**

**WE'RE PROUD TO GO
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ON YOUNG PEOPLE**