

About Salix

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ over 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Senior NetSuite Administrator
Department / Location	Data, technology and workplace team Manchester
Reports to	Technology platforms support manager
Package	Salary Band D 12 month fixed term contract 28 days annual leave (excluding bank holidays) Cycle to work scheme. Contributory pension scheme Employee support with public transport costs Supported training budget for staff. Access to Employee Assistance Program
Overview	<p>We are seeking an experienced NetSuite Developer to support the development, and optimisation of our NetSuite platform, with a strong focus on finance-related processes, including loans and grants management. The role will involve working closely with internal stakeholders to deliver scalable solutions, improve system functionality, and support integrations with third-party platforms.</p> <p>The skills framework for the information age (SFIA) has been referenced in the construction of this JD. The primary competencies for this role from the framework are:</p> <ul style="list-style-type: none"> - Application support (ASUP) – Level 4 - Service acceptance (SEAC) – Level 4 - System software (SYSP) – Level 4 - Learning delivery (ETDL) – Level 2 - Incident management (USUP) – Level 4 - <u>Customer service support (CSMG) – Level 3</u> - Software Configuration (PORT) -Level 3 - Systems & Software lifecycle Engineering (SLEN) - Level 3 <p>For more on SFIA go to their website at: www.sfia-online.org/en</p>
Key Responsibilities	<p>Design, develop, and maintain customisations within NetSuite, including workflows, scripts, and custom records</p> <p>Accurately document user issues using 3rd party ticketing systems e.g. Service Desk plus, Jira</p> <p>Acting as the subject matter expert, Administer the full product lifecycle for the technology products providing finance and ERP functionality (this includes inception, growth, maturity, decline and retirement)</p> <p>Build and manage integrations between NetSuite and external systems</p> <p>Collaborate with finance and technical teams to gather requirements and translate them into effective system solutions</p>

	Develop and maintain SuiteScript and SuiteFlow configurations
	Ensure data integrity and system performance through testing and optimisation
	Produce clear documentation for all developments, configurations, and integrations
	Work with users of the finance/ERP platforms using a range of techniques to enable them to grow their skills and gain the most from their use of the platform.
	Engage with all DTW IT service management controls and processes ensuring the platform is managed with minimum risk
	Review and validate work completed by internal team members where required
	Maintain awareness of any confidentiality, integrity or availability risks with the platforms and work with stakeholders to mitigate any vulnerabilities.
	Apply, promote and endorse compliance in all applicable legal, regulatory and corporate policies, process and procedures ensuring business knowledge and understanding is maintained
	Undertake any other reasonable tasks linked to the role, as and when requested by the AD technology innovation & development.

How to apply

If you wish to apply for this role, please submit all of the following to HR: An up-to-date CV and an Equality monitoring form (available to download here).

Key information about the application process

Nobul/IvyRock Partners are Salix's recruitment partner. As this role is open to both internal and external applicants simultaneously, and to ensure a fair and structured process, please note the following key details:

- **First Stage Interviews:** NoBul will conduct initial interviews for both internal and external applicants.
- **Structured Approach:** These calls will follow a set of pre-defined questions designed to assess your skills and suitability for the role efficiently and fairly.
- **Formal Interviews:** These will be managed internally by Salix.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

If you have any questions, please contact HR@salixfinance.co.uk.

How to apply:

- Please send your CV to salixapplications@ivyrockpartners.com.
- A member of the NoBul team will reach out to schedule your first-stage video interview shortly.

Appointment timetable

- Applications will close on **Monday 15 June 2026, 09:00**
- First Stage interview (conducted by Ivy Rock)
- Shortlisted candidates will be invited to interview on **Monday 22 June 2026**.
- Presentation details will be released prior to interview.
- Start in post by mutual agreement.

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	ESSENTIAL CRITERIA
QUALIFICATIONS	NetSuite certification	
EXPERIENCE	A minimum of 5 years' working on, and improving, finance/ERP/CRM platforms NetSuite	✓
	Proven experience as a NetSuite Developer or similar administrator role	✓
	Strong understanding of NetSuite ERP, particularly within finance modules	✓
	Experience working with financial processes, ideally including loans and grants management within Public Service	
	Awareness of recognised IT service methodologies (e.g. ITIL) for the delivery of technology support services	
	Functional understanding of information & application security best practices and how to apply them effectively	✓
	Hands-on experience with SuiteScript, SuiteFlow and saved searches	✓
	Experience of delivering high quality documentation resources	✓
	Demonstrated experience building and maintaining system integrations (REST/SOAP APIs) Desirable experience with AccessPay, CreditSafe, Breadwinner (or familiarity with middleware platforms).	✓
	SKILLS AND ABILITIES	Excellent communication skills, both written and oral
Good presentation skills with the ability to lead different types of forums		✓
Demonstrable ability to manage competing priorities and align to organisational need		✓
Ability to assess and adapt to a situation whilst adhering to structured processes and business policy.		✓
Attention to detail, Service excellence and outcome focused		
Ability to articulate technical and service management concepts to non-technical staff		✓
Ability to be a strong voice, advocating for the appropriate application of platforms in support of stakeholders and organisational need		✓
Self-motivated with the ability to motivate others to deliver for the organisation		✓
Ability to actively contribute to a professional service delivery model		✓



Key: ✓ = key criteria