



Finance and Admin Officer Job Description

Job Title: Northern Roots Finance and Admin Officer.

Salary: £22,000 pro rata.

Contract: Fixed term 10 month contract. 16 hours/week.

Organisation: The employing organisation is Northern Roots (Oldham) Ltd, company no 11258080

Based at: On site at Northern Roots.

Job purpose

Northern Roots is transforming 160 acres of urban greenspace into a destination for learning, leisure and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities.

This role provides an excellent opportunity for an enthusiastic, dynamic individual to provide financial and administrative support to an exciting new project designed to empower local residents and the young people of Oldham to shape the development of the Northern Roots charity and, thereby, contribute to the conservation, restoration and enhancement of this urban green corridor.

The successful candidate will join a growing team, working to the Finance and Operations Manager. They will be the key point of contact for the financial management of the Beautiful Oldham Project grant, and will support the project team with administrative tasks. Experience of delivering National Heritage Lottery funded projects would be an advantage.

Key tasks:

1. **Responsibility for the financial management and reporting of the NHLF funded "Beautiful Oldham Project".** This will include but is not limited to:

- Supporting colleagues with procurement of goods and services required for the delivery of the project, in line with the funder's regulations.
- Processing purchase invoices and arranging payments.
- Monitoring business credit card use and ensuring monthly reconciliation, maintaining petty cash record
- Processing all financial information through Xero Accounts
- Communicating with new and existing team members regarding processes required for financial compliance.
- Cash flow reporting and forecasting.
- Producing monthly project accounts and other reports as required

- Supporting staff to meet their project budgets
- Recording and reporting expenditure incurred against the NHLF grant.
- Invoicing of the funder and any partner organisations.

2. Supporting the project manager with staff and consultant recruitment, contracts, leave records, payments and payroll.

- Support the project manager to organise the recruitment of community panel members. Arrange contracts for selected panel members.
- Accurately and timely processing of the monthly project payroll including updating employee data and monthly payment records.
- Check and process monthly expense claims from staff and community panel members for accuracy and compliance with the charity and funder procedures and policies.
- Check sickness, maternity, paternity, adoption, and shared parental leave and pay entitlement, in accordance with Charity terms and conditions, procedures and statutory legislation.
- Maintain strict confidentiality in respect of employees' personal data in accordance with the Data Protection Act and the trust policy.
- Support the Chief Exec to put contracts in place with suppliers or consultants.
- Arrange timely payment of consultants' invoices following successful completion of project milestones.

3. To provide administrative support to the project team to ensure the smooth running of the Beautiful Oldham project. This includes but is not limited to:

- Arranging venues for events held in neighbouring communities.
- Arranging meetings and venues for staff, board and consultant meetings.
- Carrying out H&S and other required checks.
- Supporting with the organisation of events on site and in neighbouring communities.
- Overseeing insurance cover as needed for the project.
- Other tasks required for the smooth delivery of the project.

Employer Pension Contribution: 3%

Reporting to: Finance and Operations Manager.