



Finance Manager, Northern Roots, Job Description

Job Title: Finance Manager

Reports to: Chief Executive Officer

Salary: £34,000 per annum pro rata

Hours: 22.5 hours per week, flexible working patterns can be discussed.

Contract: 12 months

Based at: Northern Roots main office, Oldham, with opportunities for flexible working arrangements.

Summary:

This is an exciting opportunity to join the Northern Roots charity. Northern Roots is transforming 160 acres of urban greenspace in the heart of Oldham into a destination for learning, leisure, nature and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities.

In 2026 Northern Roots will open a new Welcome Building, Forestry Skills Centre, four acres of Urban Farm, outdoor amphitheatre and play facilities, creating further job, volunteering and business opportunities, alongside a programme of cultural, environmental and learning activities.

Northern Roots is a long-term project, that will evolve across the next five to ten years as funding permits. Over the coming years, Northern Roots has plans to create a solar array, sports pitches, cycle and equestrian routes, further spaces for learning, performance and wellbeing, and a swimming pond.

The successful candidate will manage all aspects of the charity's finances, providing support to senior management and the Board of Trustees.

Purpose of role:

To manage the organisation's financial accounts and financial transactions.

To oversee staff contracts, annual and sick leave, and payroll.

Key tasks:

- 1. Key point of contact internally and externally regarding accountancy and financial matters:**
 - Supporting staff to meet their project budgets
 - Support Fundraising Team in grant applications and reporting
 - Communicating with new and existing team members regarding processes required for finance
 - Liaising with our payroll and auditors when required
 - Liaising with Insurance broker regarding insurance issues and renewals.

2. To manage regular financial transactions including:

- Supporting colleagues with procurement of goods and services
- Manage the processing of purchase invoices and arranging payments
- Invoicing of funders and other partner organisations
- Recording income from various sources
- Recording and reporting expenditure against different grant funding contracts
- Processing all financial information through Xero Accounts
- Initiating a new Gift aid process then managing and documenting Gift Aid declarations and ensuring regular GA claims are submitted to HMRC.

3. Monitoring and reporting of income and expenditure to ensure sustainability. This will include:

- Producing monthly management accounts and other reports as required
- Reconciling transactions and ledgers to ensure financial control
- Cash flow reporting and forecasting.

4. Creating medium to long term financial projections to analyse and resolve any challenges related to the financial health of the organisation:

- Preparing and developing budgets and forecasts in collaboration with the CEO and departmental budget holders
- Making accurate projections to drive and shape the future success of the organisation
- Developing financial reports to present back to key stakeholders in the organisation including our Board, funders, and management team.

5. To be responsible for payroll and pension administration, to ensure all staff receive their authorised salaries and payments to agreed timescales:

- Accurately and timely processing of the monthly payroll including updating employee data and monthly payment records.
- Provide management information to inform decision making on staffing matters.
- Develop and maintain comprehensive payroll and pension procedures, including setting the payroll timetable for the charity.
- Check sickness, maternity, paternity, adoption, shared parental leave etc pay entitlement, in accordance with Charity terms and conditions, procedures and statutory legislation.
- Respond to day to day queries relating to payroll, pensions, policies and procedures.
- Maintain strict confidentiality in respect of employees' personal data in accordance with the Data Protection Act.
- Check and process monthly expense claims for accuracy and compliance with the company procedures and policies.

6. Working with the Treasurer and Accountant to prepare the annual accounts.

7. Submitting Annual Accounts and Report to Companies House and the Charity Commission and making sure the charity details are always up to date.

8. Ensure that organisational finance policies are created and regularly updated

9. Undertake training identified as necessary.

10. To undertake such other tasks as may reasonably be required.

Standard Duties:

1. To be responsible for the health and safety of employees and others, ensuring that all statutory requirements are met and Charity policies adhered to.
2. To actively promote the equalities and diversity agenda in the workplace and in service delivery.

3. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure the team are informed appropriately.
4. Undertake any additional duties commensurate with the level of the post.

Holiday entitlement: 25 days holiday a year, pro rata (excluding public holidays).

Employer Pension Contribution: 3%