



NORTHERN  
ROOTS

# FINANCE MANAGER



**Salary:** £35,000 per annum, pro rata

**Contract:** 30 hours a week, 12 months with potential for extension

**Reports to:** Chief Executive Officer

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

**Location:** Northern Roots, Oldham, OL8 2BJ

**Holiday entitlement:** 25 days' holiday per year, pro rata (excluding public holidays)

**Pension contribution:** 3%

## 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 September 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 payroll.

## Key Responsibilities

The role includes the following duties, amongst others:

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
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
  - Compile and submit VAT reporting
  - 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 and 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.

## How to apply

Email your **CV** and a **cover letter (no more than 2 pages)** to [info@northern-roots.uk](mailto:info@northern-roots.uk).

**Application Deadline:** Sunday 6th September 2026 at 12 midnight

Have a question? Email [info@northern-roots.uk](mailto:info@northern-roots.uk)

# FINANCE MANAGER

## PERSON SPECIFICATION

|                                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education &amp; Qualifications</b>     | <ul style="list-style-type: none"> <li>• Qualified or part qualified accountant preferred, although candidates with substantial relevant experience in financial management also considered.</li> <li>• Significant CPD and a willingness to undertake further training relevant to the post.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Knowledge, Skills &amp; Experience</b> | <ul style="list-style-type: none"> <li>• Substantial experience of operating financial systems, particularly sales ledger, purchase ledger and cashbook.</li> <li>• Experience of providing administrative support to small and growing teams.</li> <li>• Proficient IT skills, including Word, Excel, Powerpoint and Xero.</li> <li>• A good understanding of the underlying systems and controls required to secure sound and effective financial management.</li> <li>• Proven track record of developing Finance systems.</li> <li>• Excellent organisation and communication skills, including the ability to explain sometimes complex financial matters in a clear and understandable manner.</li> <li>• Experience of producing and developing management information including management accounts and budget reports.</li> <li>• Experience of preparing year end financial statements and audit files and liaising with auditors.</li> <li>• Experience of working with external agencies e.g. banks, auditors</li> <li>• A good understanding of Charity finances. Knowledge of legal requirements for charities</li> <li>• Experience of managing grant funding from a range of funding bodies.</li> </ul> | <ul style="list-style-type: none"> <li>• Payroll and Pensions administration experience.</li> <li>• Experience of managing VAT returns, and returns to Companies House and the Charity Commission.</li> <li>• Experience of working in the horticulture, agriculture, health, arts or environment sectors.</li> <li>• Experience of managing charity finances.</li> </ul> |

# FINANCE MANAGER

## PERSON SPECIFICATION



|                    | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Personal qualities | <ul style="list-style-type: none"><li>• Excellent time management and organisational skills with the ability to deal with a demanding and varied workload, managing competing deadlines under pressure and to switch priorities at short notice.</li><li>• Flexible, resilient, entrepreneurial, happy to work in a changing environment and adapt as the project evolves.</li><li>• Good organisational skills, and an ability to take the initiative.</li><li>• Highly collaborative, team player.</li><li>• Able to work outside normal working hours, including occasional evenings and weekends.</li><li>• Ability to complete work within deadlines to a high standard of finish.</li></ul> |           |

