

A thoughtful, inspirational team member, who understands how what they bring contributes to the goal of the whole organisation, and its values, who also happens to be a



## Finance Manager (Maternity Cover)

Whose purpose is to support the Finance Lead with the smooth running of our finance processes, ad-hoc tasks and projects. This is a hands-on role covering management accounts, payroll journals, reconciliations, project finance and audit support.

**Management accounts and reporting:** Complete quarterly management accounts files and supporting schedules.

**Payroll and month-end:** Prepare and post monthly payroll, pension and other payroll cost journals. Complete reconciliations.

**Project finance, operational support and ad-hoc:** Prepare financial reporting and support for a range of projects. Act as the lead contact for our in-house charity annual audit and support other group audit tasks as required.

## This role is about...

- Being accurate and comfortable working with both routine tasks and project-based reporting.
- Managing the finance lifecycle for our In-house charity projects, from new project setup through to closure, and complete quarterly project spend reviews.
- Producing, analysing and interpreting financial data and producing accounts and reports that support decision making and track financial performance.
- Supporting colleagues in other parts of the organisation as and when required.

## Skills

- Professionally qualified accountant
- Financial analysis
- Excel proficiency
- Attention to detail
- Accuracy
- Clear communication
- Collaborative mindset

You should be thought of as

**HELPFUL** **CURIOUS**  
**INDEPENDENT OF THOUGHT** **CREATIVE**  
**KIND** **PASSIONATE ABOUT THE BUSINESS**  
**PROBLEM SOLVER**  
**PRESENT** **SELF-SUFFICIENT** **COLLABORATIVE**  
**HAVING INTEGRITY**  
**PASSIONATE ABOUT SOCIETY** **FAIR** **INCLUSIVE** **SUPPORTIVE**  
**EMOTIONALLY INTELLIGENT**

## Day to Day

- Preparing accurate management accounts, reports and supporting schedules.
- Month-end quarter-end control: completing journals, accruals, prepayments and account close activities.
- Reconciling payroll, debtor and other control accounts. Resolving differences.
- Project finance: managing project setup, spend reviews, reporting and financial closure.
- Audit support, preparing clear evidence, responding to queries and acting as a dependable contact.
- Financial analysis: reviewing data, identifying unusual movements and explaining variances clearly.

## People

- Support the Finance Lead in performing ad-hoc tasks and reports as and when required.
- Clear communicator who can work well with finance and non-finance colleagues.
- Daily interaction with a variety of roles within Procure Plus and Re:vision North to build trust and create strong bonds across the organisation.
- Support finance team colleagues in a capacity as an experienced professional.

## Business

- Working collaboratively to support shared objectives across the business.
- Managing routine deadlines alongside project and ad hoc work.
- Identify inefficiencies, encourage best practice and support the implementation of improvements and new processes.
- Apply professional knowledge and experience to develop strong stakeholder relationships that strengthen team efficiency and service provision.
- Promote and positively represent the business and its services across all stakeholder interactions.



## Our culture

We want you to 'bring yourself to work', your personality, your attitude, and your outlook. As important to us that you fulfil the role is you feeling a part of our constructive workplace and culture. We're a flexible company; we want to get the best out of you, but also for you to get the best from ourselves as an organisation. You'll be encouraged to develop an understanding of the business and its goals, while developing relationships and your career.

During the recruitment process, we will be looking for you to demonstrate the skills and experience listed below. Additionally, we will be looking for values and behaviours that align with our culture to help us identify if you are the perfect match for this role.

Certain factors are crucial for you to perform the job, while others can enhance your chances of success but are skills that can be cultivated if you haven't had the chance to develop them in previous roles.

To apply, visit our website, submit your CV and answer the application questions.

We don't use AI in our recruitment processes; we promise your application will be reviewed by a person – and we will let you know the outcome! AI can be a great tool to help you organise ideas, check clarity, or refine wording, but it can also make applications feel inauthentic and generic or misrepresent you, your qualifications or experience. We encourage you to use your own words or adapt AI-assisted content to help us get a real sense of who you are.

| Skills and experience                                                                      | Reviewed at           | Is it essential? |
|--------------------------------------------------------------------------------------------|-----------------------|------------------|
| Fully qualified accountant with one of the main accountancy bodies (ACA, ACCA, CPA, CIMA). | Application           | Yes              |
| Preparing accurate management accounts, reports, journal and supporting schedules.         | Application Interview | Yes              |
| Audit support: clear evidence, queries and acting as a dependable finance contact.         | Application Interview | Yes              |
| Strong accuracy and attention to detail, organisational and task management skills.        | Application Interview | Yes              |
| Good post-qualification experience in a Finance Manager level role.                        | Application Interview | Yes              |
| Comfortable with asking questions to ensure a piece of work is turned around correctly.    | Interview             | Yes              |
| Experience in the charity, social enterprise or not-for-profit sectors.                    | Application Interview | Desirable        |
| Project finance: managing project setup, spend reviews, reporting and financial closure.   | Application Interview | Desirable        |
| Experience using Access Dimensions.                                                        | Interview             | Desirable        |