



CHANGING PLACES  
CHANGING LIVES

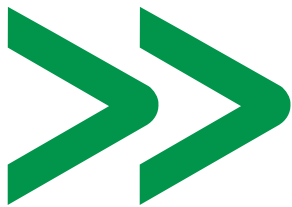
# RECRUITMENT PACK

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## FINANCE MANAGER

GROUNDWORK YORKSHIRE  
2024/25





# Welcome from our Executive Director....

## Groundwork, Changing Places Changing Lives

Groundwork was founded in the North of England at a time of political, social and economic challenge originally as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed.

What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings.

Groundwork exists to harness that pride and unlock that passion through services projects and programmes that change people's lives now, but also make our communities more resilient for the future.

Groundwork is an organisation that embraces transformation - through new approaches and different ways of operating. As history tells us we cannot stand still if we want to be at the forefront of community regeneration for the next thirty years.

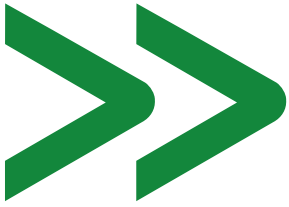
We work with partners to address the challenges facing our local communities in three ways:

- **We help people improve their prospects** - increasing confidence, skills, wellbeing and employability and helping those out of work find jobs in the green economy.
- **We help people create better places** - making communities greener, healthier and better prepared for the future and enabling people to work together to bring about change in their local area.
- **We help people protect the planet** - supporting people and businesses to reduce their carbon footprint, cut waste and take practical action to combat climate change.

The context of our work in 2024/25 like every other business and community in the country, is dominated by the legacy of the Covid pandemic, the national economic situation and the cost of living crisis.

In the face of these challenges, we remain passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

Adrian Curtis, Executive Director



## About Groundwork Yorkshire

**Groundwork emerged from a 1970's experiment by the Countryside Commission as a new approach to regenerating and managing neglected and derelict land in the urban fringe.**

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Groundwork's first Yorkshire Trust was set up in 1986 to meet the needs of communities in South Leeds. Over the next twenty years we expanded to work across Leeds, and started delivering projects in Bradford, Calderdale and Kirklees. Groundwork Wakefield was established in 1987. It delivered projects across Wakefield, Hull and Kirklees. Groundwork North Yorkshire was set up in 2001.

In 2021 following a merger Groundwork Yorkshire was created bringing together the delivery of over 180 projects per year that continue to help improve the quality of people's lives, their prospects and potential, and the places where they live, work and play.

In 2021 we celebrated the 35th year that Groundwork has been inspiring change and supporting communities in Yorkshire.



## Our Mission

Practical action to create a fair and green future in which people, places and nature thrive

### Why?

Working with local communities and businesses to build capacity and resilience is vital if we are to tackle hardship, achieve a just transition to net zero and help nature recover in a way that reduces inequality and leads to better work and healthier, happier lives.

### How?

- > Connecting people with each other, with opportunity and with nature
- > Building knowledge and confidence so that people feel more in control of their future
- > Delivering social, economic and environmental outcomes in an integrated way

## Our Commitments

- > We work where there is most need and we can have the most impact
- > We listen to local voices and empower people
- > We embed equity and inclusion in everything we do
- > We learn from local practice to influence wider change
- > We are collaborative and innovative
- > We are environmental exemplars

## Our Goals

- > **To help more people overcome hardship and isolation** - with programmes to help people reduce their household bills, and by creating community hubs where people can connect with neighbours, access support and volunteer.
- > **To help build the green economy** - by delivering environmental skills and providing routes into green jobs, and by helping more businesses benefit from sustainability and nurturing green enterprise.
- > **To help more people and places respond and adapt to climate change** - by retrofitting homes to improve energy and water efficiency and by helping communities prepare for extreme weather through training, capacity building and natural solutions.

# The Finance Manager

We are currently recruiting for a new Finance Manager to join our small team and lead an excellent finance function that serves Groundwork Yorkshire and its subsidiaries. You will ensure we have robust financial management, planning, compliance and continued modernization. You will play a key role in coaching and supporting our programme managers to ensure they are able to achieve financial targets, and you will work closely with the Finance Director to drive profitability and efficiencies through continuous improvement and collaboration.

## KEY RESPONSIBILITIES

- Work with the senior management team and programme managers to monitor financial KPIs and budgets, reviewing and reforecasting as appropriate.
- Manage and lead the finance team to maintain and develop the commitment and skills of all team members by regular communication, effective performance reviews and the provision of suitable training and development opportunities.
- Maintain detailed insight into the financial position of the organisation, including monitoring cash flow, assessing the financial impact of proposed projects or activities, identifying opportunities for improvement, making financial adjustments and producing financial reports.
- Produce monthly management accounts to an agreed timetable and communicate the results to the senior management team.
- Provide sound, strategic financial advice to the Finance Director and senior management team to support the long-term financial viability of the charity and its trading subsidiaries.
- Collaborate with programme managers to develop a detailed understanding of Groundwork's full programme of activity, provide monthly financial analysis of each programme and liaise monthly with each of the programme managers individually to ensure they have a full understanding of their programme's financial performance, highlighting any areas of risk and recommending remedial action.
- Prepare year-end accounts ensuring statutory financial reporting for audit in line with SORP recommendations and requirements. Take the lead on liaising with auditors and the successful delivery of the audit.

# The Finance Manager

- Ensure the accuracy of payroll and pension including liaising with pension providers, HMRC and other agencies as appropriate.
- Ensure VAT is managed, and returns are accurately prepared and submitted.
- Maintain all financial records and systems to a high standard of accuracy (including addressing any discrepancies in reconciliations) in accordance with accounting principles, auditing standards and to meet external legal and tax requirements.
- Uphold the regulations outlined in the General Authorities Manual, maintain the fixed asset register and process depreciation.
- Ensure financial management systems are effective and implement changes as required.
- Comply with all requirements as set out in Groundwork Yorkshire's Health & Safety, Safeguarding, Information Management and EDI policies and procedures.
- As well as carrying out specific duties, participate in the wider activities of the charity and its trading companies.
- Other duties as required by the Finance Director to ensure the efficient running of the section.

## Terms of Employment

- Salary: £40,000 - £43,000 pro rata
- This is a permanent role
- We are willing to consider applications to work part-time (minimum 22.5 hours per week, up to full time 37 hours per week)
- We offer a range of flexible working opportunities, including term-time work, summer/winter hours, flexible start and finish times and a mix of home and office working.

Click [here](#) find out more about what it's like to work for Groundwork Yorkshire.



Groundwork Yorkshire Candidate Pack  
Finance Manager



# The Person

We are seeking a finance professional who has worked in the charity/not-for-profit sector. We are looking for you to demonstrate:

## » Essential Qualifications:

- A good standard of education
- Professional member of CCAB, CIMA, ACCA or equivalent

## » Essential Experience:

- Experience of a wide range of financial duties within an accounting environment including the production of management accounts, budget and strategic financial analysis and problem solving.
- Experience in a senior finance role within the charity/not-for-profit sector
- Experience of working with a range of internal and external stakeholders
- Line management experience

## » Essential Skills

- Excellent verbal, presentation and written communication skills
- Excellent interpersonal skills
- Excellent IT skills
- Effective time management
- Knowledge of Charities SORP

## » Desirable Qualifications:

- Educated to degree level

## » Desirable Experience:

- Preparation of statutory accounts
- Supporting or coaching budget holders to enhance and improve their financial skills
- Experience of working as part of a small team

## » Desirable Skills:

- Sage 200
- Sage Payroll
- Knowledge of State Aid regulations
- Knowledge of local authority funding practices
- Knowledge of grant funding regimes, including the Lottery





## How to Apply

**Please send us your CV with a 1 page supporting statement that outlines the skills, knowledge, lived experience or passion you would bring as our Finance Manager.**

All applications should be emailed to [HR.Yorkshire@groundwork.org.uk](mailto:HR.Yorkshire@groundwork.org.uk) or by post to Groundwork Yorkshire, Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds, LS27 9SL.

If you need any support with your application, please get in touch.

**Closing Date: 5pm, Friday 31 January 2025**

*We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work. Groundwork Yorkshire undertakes to guarantee an interview to any disabled candidate who meets the essential criteria for the role. Please let us know if you'd like us to consider this when you submit your application.*

*Groundwork Yorkshire is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**Visit:** [www.groundwork.org.uk/yorkshire](http://www.groundwork.org.uk/yorkshire)

**Email:** [leeds@groundwork.org.uk](mailto:leeds@groundwork.org.uk)

**Telephone:** 0300 3033 292



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