

Finance and Analytics

Job Description

Salary: £29,000 per annum, pro rata

Full-time, 37 hours weekly

Immediate Start

Fixed Contract until 31 March 2025, renewable

PATH Yorkshire is a registered charity providing personal, social, and employability skills development programmes to minority communities and disadvantaged groups across the Yorkshire and Humberside region for 39 years.

We seek to appoint a skilled and dynamic candidate experienced in financial forecasting, accounting and reporting, using Xero Projects Accounting System. The successful candidate will also have the expertise in project and market analytics to inform PATH Yorkshire's strategic decision making and maximising impact.

The role will be office based at PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD.

Key Tasks and Responsibilities

1. Financial Management:

- Manage day-to-day financial operations, including petty cash, budgeting, forecasting, and cash flow management, to ensure the effective use of resources and compliance with funding requirements.
- Prepare accurate and timely financial reports, statements, and analysis for internal management, board of directors, and external stakeholders.

2. Project Accounting:

- Oversee financial aspects of projects, grants, and contracts, including budget development, monitoring expenditure, and ensuring compliance with donor regulations.
- Collaborate with project managers and program teams to track project performance, identify variances, and implement corrective actions as needed.

3. Donation Management:

- Manage PATH Yorkshire's donations and fundraising platforms.
- Ensure that financial donations are processed and recorded correctly.

- Establish and maintain a gift aid donation process.
- 4. Market Analytics:**
 - Conduct market research and analysis to identify trends, opportunities, and risks affecting our programs and services.
 - Utilise data analytics tools and techniques to extract insights from market data, competitor analysis, and stakeholder feedback, informing strategic planning and decision-making.
- 5. Financial Modelling and Forecasting:**
 - Develop financial models and forecasts to support budgeting, resource allocation, and scenario planning, incorporating project-specific requirements and assumptions.
 - Evaluate the financial viability and impact of new initiatives, programs, and funding opportunities, providing recommendations to senior management.
- 6. Performance Measurement:**
 - Establish key performance indicators (KPIs) and benchmarks to monitor and evaluate the effectiveness and efficiency of our programs and initiatives.
 - Track progress against targets, analyse variances, and prepare performance reports to assess outcomes and inform programmatic decisions.
- 7. Compliance and Reporting:**
 - Ensure compliance with regulatory requirements, accounting standards, and donor regulations, maintaining accurate records and documentation for audits and reviews.
 - Prepare financial reports and documentation for funding proposals, grant applications, and donor reporting, ensuring transparency and accountability.
- 8. Cross-functional Collaboration:**
 - Collaborate with cross-functional teams, including finance, programs, fundraising, and operations, to align financial strategies with organisational goals and priorities.
 - Provide financial expertise and support to colleagues, contributing to a culture of collaboration, innovation, and continuous improvement.
- 9. Strategic:**
 - Attend staff meetings, senior management team meetings, finance and performance review meetings, and other relevant strategic meetings.
- 10. Legislation and other duties:**
 - Comply with relevant legislations and all PATH Yorkshire's policies and procedures.
 - Perform other reasonable duties required by the CEO.

Essential Requirements – Skills, Knowledge and Values

Criteria	Essential Requirements	Means of Assessment
Qualifications	Bachelor's degree in Accounting, Finance, Business Administration, or related field. Professional accounting qualification (ACA, ACCA, CIMA) preferred.	CV/Cover Letter, Interview
Work Experience	<p>Essential: Proven experience of 5 years in financial accounting, analysis, and reporting.</p> <p>Desirable: Work experience preferably within the non-profit or charity sector.</p>	CV/Cover Letter, Interview
Communication Skills	Excellent communication and presentation skills, with the ability to convey complex financial information clearly and persuasively to diverse audiences.	CV/Cover Letter, Interview
Technical Skills	Proficiency in financial modelling, forecasting, and budgeting techniques, with advanced Excel skills and familiarity with financial software, Sage 50 and Xero Projects Accounting System.	CV/Cover Letter, Interview
	Strong analytical skills with the ability to interpret financial data, conduct market research, and develop actionable insights to support decision-making.	CV/Cover Letter, Interview
	Detail-oriented, organised, and able to manage multiple projects finances and deadlines effectively in a fast-paced environment.	CV/Cover Letter, Interview
	Flexibility and ability for problem solving and agile responses to changing demands and working environment.	CV/Cover Letter, Interview
	Proficient in Office 365, Outlook, Excel, Power Point and Databases.	CV/Cover Letter, Interview
Personal Qualities and Attitude	Self-motivated, able to work proactively with less supervision.	CV/Cover Letter, Interview
	Ability to work flexibly and as a part of the team and to meet PATH Yorkshire's business needs.	CV/Cover Letter, Interview

	Professional, courteous, and friendly.	CV/Cover Letter, Interview
	Participate proactively in team meetings, regular supervision and annual performance appraisal.	CV/Cover Letter, Interview

To apply, email your CV with Cover Letter to:

Jessica.thompson@pathyorkshire.co.uk

Please apply as soon as possible, we may close this vacancy when we receive suitable applications for shortlisting/interview.