

Projects Finance Lead

Job Description

Salary: £30,100 per annum, pro rata

Full-time, 37 hours weekly

Immediate Start

PATH Yorkshire is a regional education, training and community development organisation, providing personal and professional skills development programmes to people across the Yorkshire and Humberside region for 39 years.

Due to the expansion of our services, we are recruiting for additional staff to perform different roles.

This job description is for a Projects Finance Lead. We seek to appoint a skilled and dynamic candidate experienced or with working knowledge in financial forecasting, accounting and reporting, using Projects Accounting System.

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, projects based 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 trustees, and external stakeholders.

2. Project Accounting:

- Oversee financial aspects of projects, grants, and contracts, including budget development, monitoring expenditure, and ensuring compliance with legislation and funders requirements.
- Collaborate with Programme Leads and Team Members to track project performance, identify variances, and implement corrective actions as needed.

3. Donation Management: (this is a financial administrative function only):

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

4. 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.
5. **Financial Performance Measurement:**
- Establish financial key performance indicators (KPIs) and benchmarks to monitor and evaluate the effectiveness and efficiency of our programmes and initiatives.
 - Track progress against targets, analyse variances, and prepare financial performance reports to assess outcomes and inform management decisions.
6. **Compliance and Reporting:**
- Ensure compliance with regulatory requirements, accounting standards, maintaining accurate records and documentation for audits and reviews.
 - Prepare financial reports and documentation for funding proposals and grant applications ensuring transparency and accountability.
7. **Strategic:**
- Attend staff meetings, senior management team meetings, finance and performance review meetings, and other relevant strategic meetings.
8. **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.	CV/Cover Letter, Interview
Work Experience	Experience in financial accounting, analysis, and reporting.	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 forecasting, and budgeting techniques, with advanced Excel skills and working knowledge of financial software such as Xero Projects Accounting System.	CV/Cover Letter, Interview
	Strong analytical skills with the ability to interpret financial data, 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, and Excel.	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
	Participate proactively in team meetings, regular supervision and annual performance appraisal.	CV/Cover Letter, Interview

Commitment to continuous professional development
relevant to your job role.

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.