



PATT Foundation

Job Description

Role: Finance Manager – Maternity Cover

Reporting To: Interim CEO

Contract Type: Maternity Cover (Starting ASAP and continuing until January 2025)

Hours: 40 hours per week. Part time hours would be considered for the right candidate.

Location: Preston, East Riding of Yorkshire

Salary: £27,500 per annum

Probation: 3 months

Who we are

Changing the world one tree at a time, at PATT Foundation we work with communities to create woodlands and forests to help combat climate change for a better future. We've planted around the world to help areas fight back against deforestation, create wildlife habitat and build natural environments.

It's not just about growing and planting trees for climate change though. PATT Foundation works to support local communities by helping people gain new skills and learn more about the nature around us. We have a particular focus on supporting veterans.

We're based on a four acre site in Preston, East Yorkshire but our reach and that of our trading subsidiary Green Task Force is far reaching.

Our trading subsidiary, Green Task Force, delivers grounds maintenance and tree planting works throughout the UK with a focus on the M62 corridor.

Overview of the role

Providing maternity cover for our Finance Manager, this role will be responsible for the day to day finance functions of both PATT Foundation and Green Task Force.

Key Duties & Responsibilities

- To manage the day to day finance functions of PATT Foundation (charity).
- To manage the day to day finance functions of Green Task Force (company).
- Act as the central point of coordination for procurement, liaising with nursery staff and the Green Task Force team.
- Work closely with senior colleagues to manage project budgets.



- Manage all banking functions across PATT Foundation and Green Task Force.
- Administer monthly payroll with the support of our nominated payroll provider.
- Maintain accurate records of each project for internal audit purposes and project reporting.
- Lead on the production of project reports to funders and Trustees.
- Oversee the production of annual account reporting in partnership with accountants and Trustees.
- Ensure all activities are compliant with relevant bodies including but not limited to Charity Commission, HMRC and Fundraising Regulator.

Key Accountabilities

- Ensuring the effective management of charity and company finances.
- Adherence to all legal, ethical, and funder guidelines in financial management and reporting.
- Production and timely submission of charity and company accounts.

Person specification

We are seeking a candidate with demonstrable knowledge of all aspects of charity and company financial procedures. A relevant financial qualification is preferred but not essential as long as the candidate can demonstrate a minimum of 3 years experience in an operational or management role.

Ideally the successful candidate will be familiar with the Xero accounting platform.

Skills

- Strong interpersonal skills to foster positive relationships with staff and stakeholders.
- Excellent communication skills, both written and verbal.
- Excellent numeracy skills commensurate with a role in finance.
- A keen attention to detail.
- Advanced problem-solving skills, to quickly and effectively respond to challenges that may arise.
- Proficient in strategic thinking and planning, including the ability to develop budgets and manage overheads effectively.
- Ability to manage and record time effectively whilst working across two organisations, each with multiple active projects.
- Significant experience in using financial management and reporting systems.

Abilities

- Ability to handle multiple tasks and manage time efficiently.
- Ability to evaluate and measure project costs and advise on necessary adjustments to ensure budgets are met.
- Confidence to share best practice and specialist knowledge

Knowledge and Experience

- Demonstrable experience in finance operations and management.
- Experience in strategic planning and forecasting.
- Proven experience charity finance operations.
- A professional qualification is preferred but not essential.
- Experience working with multi-disciplinary teams.



- An understanding of ethical codes of practice in fundraising.
- Excellent communication, teamwork, and leadership skills.

Standard Information

All PATT Foundation employees are accountable for carrying out all duties and responsibilities with due regard to Safeguarding, Health & Safety and Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the Foundation's data protection guidelines.

PATT Foundation employees must attend any training that is identified as mandatory to their role.

Appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

How to apply

If you are interested in applying, please send a short cover letter and CV to info@pattfoundation.org

For questions or an informal discussion, please contact info@pattfoundation.org to arrange a call.

If you require any reasonable adjustments through the recruitment process or to undertake this role, please raise these using the most appropriate method for you.

Additional information can be found at:

[PATT Foundation | Plant a Tree Today](#)

[Charity overview, PATT FOUNDATION LTD - 1117158, Register of Charities - The Charity Commission](#)

Document Date: January 2024