

**JOB DESCRIPTION:
Finance Officer**



Job title:	Finance Officer
Grade:	NJC Scale 6-SO1, Points 18-25 £31,537- £36,363
Contract end date:	Fixed term (with potential to become permanent, subject to funding)
Annual Leave:	27 days per annum (pro rata)
Responsible to:	Finance Manager
Location:	Office base Manchester city centre
Hours of work:	37.5 hours (5 days) per week
Job Summary:	<p>This is an exciting opportunity at 42nd Street to join our Finance Team and play a pivotal role in the charity's financial management, sustainability and oversight of internal financial systems. 42nd Street is values-led and committed to anti-oppressive practice, equality and improving outcomes for young people; the Finance Officer and as part of the wider Operations Team, will contribute to this mission by ensuring resources are managed transparently, responsibly and in ways that support high-quality, accessible services.</p> <p>The Finance Officer will have direct responsibility for inputting, analysing and interpreting financial data, supporting the external audit and year-end process and developing and implementing systems and controls that strengthen the charity's operations. Working closely with the Finance Manager, you will support the effective management of individual project budgets and the overall organisational budget, ensuring compliance with Charity Law, Charity SORP and funder requirements.</p> <p>Alongside the Finance Manager you will work closely with the Chief Executive and Senior Leaders, providing reliable financial information to support strategic decision-making. The role offers opportunities for professional development and progression, supported through supervision, training, and increased responsibility as skills and experience grow.</p>
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KEY TASKS:

1.0 Key Responsibilities

- Budgeting and Financial Management
 - Taking an active role in the development, monitoring and review of the organisation's annual budget and multi-year forecasts.
 - Supporting day-to-day management of individual project budgets in line with funding agreements.

- Monitoring variances and providing timely advice on over/under spending to budget holders.
- Reviewing planned expenditure and implementing agreed budget adjustments throughout the year.
- Explaining funding/budgeting to non-financial staff
- Financial Records Systems and Controls
 - Maintaining complete, accurate, and up-to-date financial records in line with internal controls and audit requirements.
 - Managing the purchase ledger including processing supplier invoices and making payments using various methods (e.g., BACS, PayPal, business cards).
 - Managing the sales ledger including sending out invoices, tracking and chasing payments and ensuring timely receipt of income.
 - Processing donations, fundraising income and managing a petty cash system, including reconciliation.
 - Input operational transactions into the accounting system ensuring income and expenditure are correctly allocated to the relevant.
 - Supporting the development, maintenance and continuous improvement of financial systems procedures and controls.
- Reporting and Compliance
 - Preparing and contributing to high-quality financial reports for funders and supporting the financial aspects of funding applications.
 - Upholding financial controls and policy for 42nd Street.
 - Contributing to financial assessments of project funding and reporting discrepancies or control issues.
 - Assisting in preparing year-end accounts for external audit and responding to audit queries.
 - Providing financial reports and information to the Senior Leadership Team, Management Team and other staff.
 - Ensuring compliance with Charity Law and internal financial policies.
 - Providing general administrative and operational support within the Business Operations Team.

2.0 Shared with all workers:

- Upholding and actively promoting the values and principles of 42nd Street, including a strong commitment to anti-oppressive practice and ensuring services are accessible to young people who experience exclusion, including global majority young people, disabled young people, LGBTQ+ young people and care experienced/estranged young people

- Ensuring compliance with legal requirements and organisational policies, particularly in relation to information governance, data protection, confidentiality, health and safety and safeguarding children and vulnerable adults.
- Participating in team meetings, supervision, annual appraisal and organisational development activities.
- Taking responsibility for identifying personal learning and professional development needs.

The principal responsibilities are not an exhaustive list of duties, only a general guide to the post. In consultation with the post holder, the duties may change from time to time to reflect the changing needs of the service.

PERSON SPECIFICATION:

Post: Finance Officer

Note to applicants: Note to applicants: Please write your application using these points as a guide, detailing whether you meet the criteria of each point and providing examples where necessary.

The ideal post holder should meet all the essential requirements detailed below. Consideration will be given to desirable requirements if there are more than 6 candidates who meet all the essential requirements. With reference to the requirements under **item 4** where it is referenced 'application' it is sufficient to **indicate agreement** to commit to the identified professional areas.

SELECTION CRITERIA	METHOD OF ASSESSMENT	ESSENTIAL	DESIRABLE
1. Training, Qualifications & Experience			
The successful candidate will have:			
a. A minimum of 2 years' experience in a financial role.	✓ Application ✓ Interview	x	
b. Qualification in or working toward AAT Level 3 accounting or above	✓ Application ✓ Interview	x	
c. Experience of working in the not-for-profit sector or able to demonstrate understanding of key differences/issues relating to charity finance	✓ Application ✓ Interview		x
d. Experience of recording and preparing financial data for formal accounts	✓ Application ✓ Interview	x	
e. Experience of contributing to funding bids, reporting to funders and managing donations.	✓ Application ✓ Interview		x
f. Experience of using a commercial accounting software – ideally QuickBooks	✓ Application ✓ Interview	x	
2. Knowledge			
The successful candidate will be able to demonstrate knowledge and understanding of:			
a. Accomplished ICT skills including use of Windows and Microsoft Office applications such as Excel, Word, Outlook, and Teams in addition to a financial accounting software	✓ Application ✓ Interview	x	
3. Skills & Abilities			
The successful candidate will be able to:			
a. Sound financial/numerical and analytical skills.	✓ Application ✓ Interview	x	
b. Effective and positive communicator, both verbal and in writing with demonstrable ability to communicate complex information in a clear, concise and compelling manner	✓ Application ✓ Interview	x	
c. Strong eye for detail, efficient and work to a high standard	✓ Application ✓ Interview	x	
d. Self-starter, able to use own initiative, multi-task and manage deadlines	✓ Application	x	
e. Plan, organise and prioritise own workload and manage time effectively.	✓ Application ✓ Interview	x	
f. Flexible, adaptable and be able to work both independently and as part of a team to achieve goals	✓ Application ✓ Interview	x	

g. Be an active, positive and enthusiastic member of 42 nd Street finance team.	✓ Interview	x	
4. Professional Commitment			
The successful candidate should be able to demonstrate commitment to:			
a. Ensuring that issue of equality and a respect for diversity is reflected in all aspects of work.	✓ Application ✓ Interview	x	
b. Continued professional development through undertaking training and participating in other learning opportunities.	✓ Application	x	
c. Recognition of the need to be accountable for work through supervision, performance management and other relevant processes.	✓ Application ✓ Interview	x	
d. Work as part of a team, contributing to 42 nd Street's effectiveness, quality of services, skills and expertise.	✓ Interview	x	