



Business & Finance Officer Job Description

Responsible for:	Day to day management of our financial systems and office support
Hours:	Full-time, 36 hours per week
Contract:	Fixed Term (12 months)
Annual salary:	£28,119
Reports to:	Business & Finance Manager

About City of Trees

We are City of Trees, the community forest for Greater Manchester and registered charity. We plant trees, we look after trees, we promote a culture of trees. We plant trees for people; trees to create better, greener places; to boost health and wellbeing; to enhance green skills; and to tackle the climate and biodiversity emergency. We're rooted here in Greater Manchester, the place we live and work. We are proud to call Greater Manchester home and are passionate about making our region even better, one tree at a time.

Role overview

Reporting to the Business and Finance Manager, the postholder will be responsible for maintaining processes and systems to ensure the smooth running of the Charity's finance function. You will be responsible for managing City of Trees' bookkeeping activities, including raising purchase orders, processing invoices receivable and payable, bank reconciliations, producing financial reports and updating internal systems with financial data. In addition, you will be carrying out office support duties.

The perks

- 25 holiday days a year, plus bank holidays
- Flexi-time
- Vibrant new office in Trafford Park, right next to a tram stop. Some city centre working too.
- Opportunities to get outside and get your hands dirty with planting and woodland management days
- Joining a growing, down to earth team
- Going home knowing you've done something positive for future generations

Duties and responsibilities:

- Keep accurate records of all daily financial transactions and relevant filing systems
- Responsible for purchase ledger; logging invoices on the system and seeking necessary approvals
- Raising and processing invoices, ensuring all receivable and payable invoices are processed in a timely and accurate manner; including sending reminders to debtors for overdue invoices
- Manage the finance inbox
- Raising and processing purchase orders
- Reconciling bank accounts on a weekly and monthly basis in line with financial reporting cycle
- Preparing ad hoc financial reports as required by internal and external stakeholders
- Assist in/ Contribute to the continuous development and implementation of financial policies and procedures to improve efficiency
- Working with Business & Finance Team and external accountant to manage categories and classes on Quickbooks and communicating these to the wider CoT staff team
- Setting up new suppliers on banking and bookkeeping systems
- Posting payments on bank account for approval by senior managers; including weekly payments and monthly salaries
- Working with external accountant and auditors to respond to any bookkeeping queries and requests
- Respond accurately and timely to payment queries
- To monitor office supplies including sourcing and ordering new stock (stationery, kitchen sundries, office milk etc.) while making sure the supplies app is up to date
- To assist the Operations Manager with liaising with building related contractors and service providers, including reporting meter readings to utility companies and liaising with our landlords about any building or maintenance issues
- To order office equipment including laptops and mobiles for staff including managing the office equipment register
- To research vendors and suppliers in line with our Procurement Policy
- To book meeting rooms and maintain the meeting room diaries across both sites
- Responsible for office post and distributing accordingly
- Assist with training new members of the Finance team, and other team members, when required
- Supporting the Business and Finance Manager and other team members with any ad hoc work, and undertake such other duties as may be reasonably requested and that are commensurate with the nature and level of the post

Personal specification:

	Essential	Desirable
Experience		
Using Quickbooks or other bookkeeping software	X	
GCSE English and Maths or equivalent	X	
Using standard MS Office applications	X	
Ability to process and analyse information with detail and care	X	
Successful management of varied and busy workload	X	
Creative approach and ability to generate new ideas	X	
Excellent written and verbal communication skills	X	
Proven work experience as a Finance Officer or similar role	X	
Sound knowledge of financial regulations and bookkeeping processes		X
Experience in carrying out office support duties		X
Implementing operational systems and processes		X
Knowledge or awareness of charity governance, compliance and policies		X
Personal attributes		
Professional, proactive and approachable	X	
Commitment to work with integrity and discretion when dealing with confidential information	X	
Ability to work independently, as well as part of a team	X	
Highly organised	X	
Willing to manage a diverse and busy workload	X	
Effective communication and interpersonal skills	X	
A positive, proactive, flexible attitude	X	

Additional information

How to apply: Should you be interested in this role, please submit a full cv to our HR Team at hr@cityoftrees.org.uk detailing your relevant skills and experience.

The closing date for this advertisement is Monday 7 April 2025 with interviews expected to be held on Thursday 25 April 2025.

We are an equal opportunities employer and welcome applicants from all sections of the community.