



### **Internal Accountant – Job advert**

Responsible for:	Leading on the charity's management accounting and financial reporting
Location:	City of Trees, Unit 3 Discovery Works, Third Avenue, Trafford Park, M17 1BW
Hours:	Part time, 3 days per week
Contract:	Permanent
Salary:	£45,620 pro rata
Reports to:	Business & Finance Manager

### **Role overview**

City of Trees is looking for an experienced charity accountant to strengthen our internal finance function and provide high-quality financial insight to our senior management team and board of trustees.

City of Trees Trust is a fast-growing environmental charity working to plant trees, restore woodland, and create greener, healthier communities. Now in its third year, with a turnover exceeding £4 million, the organisation is entering an exciting new phase of expansion. Our work is funded through a diverse mix of grants, corporate donations, and contracted delivery projects.

This newly created role will lead on the charity's management accounting and financial reporting; including preparing monthly management accounts, providing restricted fund analysis, budgeting and monitoring, support strategic decision-making, and ensure strong financial control.

### **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; 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.

### **Benefits**

- Flexi-time
- 25 days paid holiday plus 8 bank holidays (pro-rata for part-time employees)
- Training and development opportunities
- Employer match up to 8% contribution pension scheme after 3-months service
- Cycle to work scheme
- Comprehensive health & wellbeing package

### **Key duties and responsibilities:**

#### **Management Accounting & Reporting**

- Produce timely, accurate monthly management accounts using QuickBooks.
- Prepare detailed restricted and unrestricted fund analysis.
- Provide variance analysis and commentary to the Management Team and Trustees.
- Prepare and present quarterly finance reports for the Board of Trustees and relevant sub-committees.

### **Budgeting, Forecasting & Cashflow**

- Work with the Senior Management Team and Business & Finance Manager on the annual budgeting cycle across departments.
- Prepare updated forecasts throughout the year.
- Maintain monthly cashflow forecasts and advise on cash requirements.
- Support budget managers in understanding project budgets and financial performance.

### **Financial Controls & Compliance**

- Support the Business & Finance Team with day-to-day financial processing.
- Work with the Business & Finance Team to review and develop financial policies, procedures, and internal controls (existing framework in place).
- Ensure accounting records comply with charity-specific requirements (SORP, fund accounting, restricted funds, VAT).
- Support the preparation of year-end accounts and audit information for the external accountant and auditor.

### **Operational Finance**

- Lead on reconciliation of balance sheet accounts, including grant and project balances.
- Monitor grant expenditure against funding agreements and ensure accurate allocation to restricted funds.
- Liaise with operational teams on project financials and contract delivery.
- Support Business & Finance Team with monthly payroll process.

### **Year-End & External Reporting**

- Prepare year-end working papers and accounts for submission to the external accountant and auditor.
- Assist with queries from auditors and funders.
- Support preparation of financial information for grant applications and reports.

### **General**

- To support the senior management team and build strong relationships with managers and wider members of the team.
- Monitor and implement general statutory requirements e.g. risk assessments, Health & Safety, data protection and GDPR.
- Perform any other duties, as required, in line with expectation within organisational framework.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Strong experience working in a charity finance environment, including restricted fund accounting	X	
Part or fully CIMA, ACA or ACCA qualified	X	
Using Quickbooks or other financial management software and standard MS Office applications	X	

Strong management accounting skills with the ability to explain financial information clearly to non-finance colleagues	X	
Experience preparing and presenting budgets, forecasts, and cashflow models	X	
Understanding of charity compliance, SORP, VAT and grant funding	X	
Ability to process and analyse information with detail and care	X	
Developing and implementing finance process improvements.		X
Preparing audit support schedules and liaising with external accountants and auditors.	X	
Excellent written and verbal communication skills	X	
<b>Personal attributes</b>		
Professional, proactive and approachable.	X	
Ability to work independently, as well as part of a team	X	
Highly organised	X	
Commitment to work with integrity and discretion when dealing with confidential information	X	
Willing to manage a diverse and busy workload	X	
A positive, proactive, flexible attitude	X	

### **Additional information**

How to apply: Should you be interested in this role, please submit a full CV and covering letter to Helena Lee, our Business & Finance Manager, at [helena@cityoftrees.org.uk](mailto:helena@cityoftrees.org.uk) detailing your relevant skills and experience.

The closing date for this advertisement is **Tuesday 3 February 2026, 12pm** with interviews to be held at our Trafford Park office on **Tuesday 10 February 2026**.

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