

Hull KR Foundation

# Finance Manager (Maternity Cover)

Recruitment Pack

## About Us

Hull KR Foundation is a registered charity impacting lives across Hull and East Riding through programmes in Health and Wellbeing, Employability and Skills, Community and Schools and Rugby League and Sports Participation. We are committed to delivering impact with integrity and ensuring that every pound we receive makes a difference.

We are seeking a skilled and motivated **Finance Manager** to join our team on a fixed-term basis to cover maternity leave. This role is central to ensuring our finances remain robust, transparent, and well-managed during an important period for the organisation.

## The Role

As Finance Manager, you will:

- Lead on day-to-day financial management, ensuring accurate and timely reporting.
- Oversee the preparation of management accounts, budgets, and cashflow forecasts.
- Work closely with the Chief Executive and senior leadership team to support strategic decision-making.
- Manage the year-end process, audit, and statutory returns.
- Ensure compliance with charity finance regulations and best practice.
- Support budget holders with financial guidance and oversight.

## About You

We are looking for someone who is:

- A qualified (or part-qualified) accountant or bookkeeper with equivalent experience.
- Experienced in charity finance and familiar with SORP (preferred but not essential).
- Confident in producing management accounts, budgets, and financial reports for varied audiences.
- Comfortable working both strategically and hands-on with financial processes.
- Able to build strong relationships across the organisation.
- Proficient in Xero.

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## Why Join Us?

An opportunity to use your finance expertise to support a cause that makes a real difference that provides a flexible working arrangements and a supportive team culture and a chance to lead a finance function and contribute to organisational growth and sustainability.

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|-------------------|----------------------------------------------|
| <b>Role Title</b> | Finance Manager (Maternity Cover)            |
| <b>Reports To</b> | Foundation CEO                               |
| <b>Contract</b>   | Fixed Term till 31 <sup>st</sup> August 2026 |
| <b>Salary</b>     | £28,000p.a (£14,840 pro rata)                |
| <b>Hours</b>      | 20 per week                                  |
| <b>Location</b>   | Sewell Group Craven Park                     |
| <b>Date</b>       | September 2025                               |

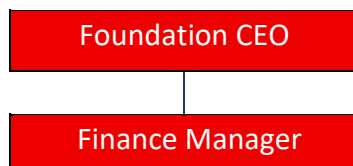
**Purpose:**

Hull KR Foundation are recruiting a Finance Manager (Maternity Cover) to join our team based in Hull. With the ambition to grow our charity, there is an increased need for better financial controls and improved reporting. The Finance Manager will be key in ensuring that we make these improvements and will work closely with the Chief Executive Officer on delivering key business projects.

The successful candidate needs to have at least 2 years' experience in accounts, and a good understanding of financial controls and reporting. They must be well organised, highly self-motivated and keen to have ownership over key activities.

The role is 20 hours per week (working pattern discussed at interview) and is subject to an enhanced Disclosure and Barring Service check. The role is available from the end of October till no later than the end of August 2026

**The role fits in the organisation here:**



**Key Responsibilities**

- Accounts Payable: processing of invoices and employee expenses and generation of the payment run.
- Accounts Receivable: Generate monthly invoices and statements. Ensure escalation process is efficient for collection of outstanding debt.
- Payroll: Preparing monthly payroll to send to our external payroll partner
- Fixed Assets and Equipment: Manage the fixed assets register and maintain records of equipment and servicing.
- Annual Budget: Working with the CEO, prepare the annual budget for sign off by the Trustees
- Financial reporting: Produce monthly management accounts and cash flow. Work with programme leads to ensure individual project budgets are maintained accurately.
- Financial Reporting: Be part of the Finance committee with the CEO and Trustees. Prepare reports and complete actions from the meetings.
- Financial Accounts: In conjunction with the Foundation accountants, prepare draft financial accounts. Ensure that the required reporting is completed and submitted on time
- Financial Controls: Implement strict financial controls that includes monitoring the use of petty cash and the Foundation paypal account

- Projects: Alongside the CEO, support the development of the business operations of the Foundation
- To undertake any other tasks which is within the level of responsibility

**Core Competencies:**

- Confident, Diligent and Professional
- Excellent communicator (written, verbal and listening)
- Effective time management/organisational skills
- Strong work ethic and reliability
- Working to multiple deadlines and under pressure
- Strong attention to detail and accuracy in all work.
- Ability to handle sensitive information and maintain confidentiality

**Personal Qualities**

- Enthusiasm, energy and resilience
- Focused
- Personable
- Trustworthy
- Confident

**Qualifications and Experience**

- A bookkeeping or accountancy qualification
- 2 years working in an accountancy environment
- Experience of using finance software. Use of Xero is desirable
- Strong knowledge and understanding of financial principles.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Payroll preparation to send to external payroll company
- Preparing financial management accounts and reports
- Knowledge of safeguarding and protecting children (D)
- Experience in working in the Charity or Community sector (D)

**This Job Description has been agreed by:**
**On behalf of Hull KR Foundation:**

**Name:**

**Signature**

**Date:**

**By role holder:**

**Name**

**Signature**

**Date**

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Foundation. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.



To apply for this role, please complete this short application form and we will be in contact if we wish to take your application further - [Application Form](#)

For an informal discussion about the post, please call our Chief Executive Paul Hamnett on 07939959392 or email [paul.hamnett@hullkr.co.uk](mailto:paul.hamnett@hullkr.co.uk)