



Finance Officer opportunity at Leeds Tidal (self-employed / contractor)

Purpose: To support Leeds Tidal with our finances and accounting.

Rate: £13 per hour on a self-employed/contractor basis

Hours: We anticipate there will be 4 hours a week of work until September 2025.

Location: Former Bridge Street Church, Leeds, LS2 7QZ (and Work From Home until restrictions allow).

About Leeds Tidal: Tidal, a limited company, supports activism in Leeds to be more effective in winning social, economic and environmental justice, as part of national and international movements for change. Our key areas of work includes Climate Justice partnership projects (currently working on the Climate Emergency Community Action Programme & the Climate Equities Project), Campaign Support & Incubation (currently supporting Our Future Leeds), Movement Building Gatherings and Events (for example, Summat), Activist Skills Training and our Online Hub (Leeds for Change).

What you'll be doing: The majority of your workload will be supporting Tidal in our role within [The Climate Emergency Community Action Programme \(CECAP\)](#). CECAP is a £2.5 million new five year programme of work in Leeds funded by the National Lottery Climate Action Fund. This work is being undertaken by a partnership made up of Voluntary Action Leeds, Our Future Leeds, Together for Peace and Leeds Tidal. The overall aim of the programme is to create a 'zero-carbon, nature friendly, socially just Leeds by the 2030s'. We are looking for a Finance Officer to help us manage the increasing volume of bookkeeping, payment processing and reporting that will be generated once this programme of work is up and running with 8 partner organisations in place. There will also be a small amount of bookkeeping and reporting to do to support Tidal's core work alongside this.

Key responsibilities:

- Maintaining all accounting records appropriately.
- Recording and monitoring project budgets.
- Approving expenditure and making payments.
- Raising invoices and ensuring payments are made on time.
- Producing financial reports for Tidal's Directors, funders and partners.

- Providing information and liaising with our accountants (currently WYCAS) to produce our annual accounts, and submitting them to Companies House.
- Working with auditors during annual accounts preparation, if required.
- Updating information on Companies House website (eg director changes) and filing the annual Confirmation Statement.
- Setting up new employees with Voluntary Action Leeds, our payroll provider, and liaising with them about any changes to pay or pension, as required.
- Ensuring efficient financial systems are in place and staff and partners know how to use them.
- Researching, trialling and transitioning to new systems as necessary.
- Keeping abreast of changes in legislation, accounting standards, employer responsibilities, national wage levels, tax thresholds & rates, etc.
- Maintaining VAT records and reporting, if required.

Specifications: Please let us know how you demonstrate some or all of the following criteria;

- Experience of working in a similar role.
- Knowledge of limited company accounting principles.
- Experience with budgets, invoice preparation and financial reporting.
- Good level of numeracy, accuracy and attention to detail in preparing and entering financial and payroll information.
- IT literate including Excel and experience of databases and monitoring systems.
- A relevant qualification in accountancy or bookkeeping
- Knowledge of regulatory requirements and tax regimes.
- Understanding of a company's financial structures, policies and systems.

How to apply: Please send us a **CV and cover letter** detailing how your relevant skills and experience meet our criteria, and why you are interested in this opportunity to maia.kelly@leedstidal.org by **9am on the 9th of December**. Successful applicants will be invited to interview on the 16th of December (to be confirmed at point of invitation)