Job Description

Canopy is an award-winning self-help community housing project based in inner city Leeds. We retrofit empty homes with teams of volunteers, house homeless families, train unemployed people in construction skills, create jobs, and help diverse neighbourhoods thrive. We are a Charitable Community Benefit Society.

Job title: Finance and IT Manager

Location: Leeds (hybrid working)
Reports to: Chief Executive

Job Summary

We are seeking a strategic and hands-on Head of Finance, IT & Administration to lead and integrate our financial management, information technology, and administrative operations. This role is critical to ensuring the smooth and efficient functioning of the company's internal infrastructure, supporting growth, and enabling operational excellence.

Key Responsibilities

Finance

- Lead all financial planning, budgeting, forecasting, payroll, and reporting activities.
- Oversee cash flow, accounting, and audit functions.
- Ensure compliance with financial regulations and internal controls, including bank and credit card reconciliations.
- Produce monthly expenditure reports to assist the Senior Management Team.
- Produce quarterly management accounts for Board and Lenders.
- Prepare the annual financial statements and oversee the audit process.
- Ensure financial and regulatory returns are submitted in a timely manner.
- Provide strategic financial insights to the Board, Chief Executive, and Senior Management Team, driving sound decision-making, procurement decisions, business planning, fundraising and value for money.
- Maintain accurate, up-to-date records of Canopy's tenants' rent accounts, preparing and issuing statements as required by the regulator.
- Establish and maintain working practices that would comply with the Regulator of Social Housing's Economic Standards
- Ensure contractors, suppliers, petty cash accounts, and volunteer expenses are paid in a timely manner.

Job Description: Head of Finance, IT and Administration

Information Technology

- Develop and implement the IT strategy aligned with business goals.
- Oversee IT infrastructure, systems, and cybersecurity.
- Ensure data integrity, security, and availability across the organization.
- Lead digital transformation initiatives and process automation, including the implementation of a new housing management system.

Administration & Operations

- Supervise the bookkeeper and IT Contractor.
- Oversee office administrative functions (excluding HR, but including payroll)
- Assist the Chief Executive, Board and Properties Manager with property purchases, liaising with the Bank and Conveyancers
- Maintain sound records of the company's assets and liabilities, ensuring its properties are adequately insured and have good title.
- Maintain Canopy's insurance policy ensuring good value and sound cover, reporting any claims to the insurer and/or broker.
- Develop and maintain relevant internal policies, procedures, and risk management frameworks.
- Support cross-functional collaboration and operational efficiency.

Responsibilities of all staff

- Attend regular meetings and annual appraisals with your line manager.
- Attend monthly team meetings.
- Take minutes from time to time if there is no administrator at a meeting.
- Identify your own training needs and attend relevant training and events.
- Accurately administer and file records.
- Answer the telephone and door.
- Assist with security, storage, and housekeeping at Canopy's offices.
- Comply with Canopy's policies, procedures, and working practices.
- Look after the health and safety of your colleagues, volunteers, and visitors, taking responsibility for identifying hazards and doing something about them.
- Help in every area of the organization's work as required.
- Any other tasks as required by the Chief Executive or Board.

DN June 2025

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