



Job Description

Job Title:	Interim Strategic Finance Manager
Working Conditions	Hybrid (Rochdale / Remote)but available to attend occasional meetings in person (Note: Board Meetings are remote.)
Contractual Requirements	Fixed-term (initially 6 months, significant extensions not expected)
Hours	15 hours per week (flexible working arrangements considered)
Reporting to	Chief Executive Officer
Remuneration	Competitive day rate / £60-65K FTE (dependent on experience)
Availability	

Start date as soon as possible

Interviews 5th November

About Rochdale Development & Mind (RDM)
RDM is a local mental health charity committed to improving wellbeing and resilience across our communities. We are entering a period of significant strategic change, and internal restructure. We are seeking an experienced Interim Strategic Finance Manager to guide us through this transition.

Job Purpose

Rochdale and District Mind (RDM) is conducting a strategic review to determine its future shape. During this period, we need an experienced finance professional to ensure robust financial management and reporting.
The post-holder will:

Produce accurate and timely management accounts for the Board, Senior Leadership Team (SLT), and Management Team.
Maintain financial journals and reconciliations, assisted by the outsourced finance function.

Key Responsibilities

Liaise with auditors and support the statutory audit process.
Check petty cash and financial systems for compliance and accuracy.

Financial Management

Prepare monthly management accounts and forecasts for Board and SLT.
Maintain journals, reconciliations, and ledgers.
Ensure compliance with PAYE, NI, VAT, and charity regulations.
Oversee audit deliverables and liaise with auditors.
Monitor petty cash and ensure robust financial controls.
Check and maintain financial systems for accuracy and efficiency.
Support payroll allocation across project budgets.

Reporting & Compliance

Provide clear, timely financial reports for decision-making.
Ensure compliance with Charity Commission and SORP standards.
Assist with annual returns and statutory filings.

Teamwork

Work alongside Compliance Manager and external transactional finance team.
Support SLT and managers with financial queries and budget monitoring.

Any Special Conditions of Service:

All staff will contribute to the ongoing development of an ambitious and inspirational culture and provide hope, empowerment and choices that support individuals to thrive and reach their full potential.

This role is subject to an Enhanced with Barring List Disclosure and Barring Service (DBS) Check. A previous conviction does not necessarily preclude employment.

If you require further information or support regarding criminal record disclosures, please visit www.nacro.org.uk or www.unlock.org.uk

To support this we embrace our values of:

Open – We reach out to anyone who needs us.

Together – We are stronger in partnerships.

Responsive – We listen, we act.

Independent – We speak out fearlessly.

Unstoppable – We never give up.

Prepared by	Philip Bramson	Date	24/10/25
Agreed by Post holder	_____	Date	_____
Supervisor	_____	Date	_____

Person Specification

Essential

Qualifications & Experience

- Degree-level education or minimum 2 years in a similar finance role with evidence.
- Professional accountancy qualification (ACA, CIMA, ACCA, CIPFA) or equivalent.
- Extensive experience in financial management and statutory accounts.
- Strong knowledge of VAT, including partial exemptions.
- Experience producing management accounts, maintaining journals, and liaising with auditors.
- Experience handling confidential financial data and petty cash.
- Ability to analyse and present financial data and forecasts.
- Advanced ICT skills, including Excel and financial systems.

Skills & Abilities

- Ability to work strategically and independently in a part-time role.
- Excellent communication skills for engaging with Board, SLT, and external partners.
- Strong organisational and planning skills in a busy, sensitive environment.
- Ability to manage budgets and maintain accurate monitoring systems.

Personal Qualities

- High integrity, confidentiality, and resilience.
- Strong self-reflection and openness to feedback.
- Commitment to Equality, Diversity, and anti-discriminatory practice.

Special Conditions

- Willingness to work flexibly and travel as required (expenses reimbursed).

Desirable

- Experience of working in the charity sector.