



Job Description – Finance & Data Analysis Manager

Role: Finance and Data Analysis Manager

Reports to: CEO & COO

Salary: £45,000 – £50,000

Hours: Full time typical 35hrs per week

Location: 31/39 Manchester Road, Burnley, Lancashire, BB11 1HG

Company Benefits:

- 31 days' annual leave, including bank holidays
- Additional 5 days' annual leave after 5 and 10 years' service
- Pension scheme
- Benenden Healthcare cover
- Opportunities to attend conferences and professional events
- One paid volunteering day per year
- Usually two colleague celebration events each year

Application Closing Date: 11th September 2026

Expected Interview Date: 17th September 2026

Who we are:

Since 1982, Northern Community Bank has proudly stood as a financial partner that puts people first. We are here to make money management simple, inclusive and supportive, because we believe money should work for everyone.

We're a modern Community Bank that makes saving and borrowing easier, faster and fairer by removing the barriers of traditional banking we empower people to take control of their money.

We are now looking for an experienced Finance & Data Analysis Manager to play a key role in supporting the continued development and success of the Community Bank

Role Overview:

The Finance & Data Analysis Manager is a key management role within Northern Community Bank, providing strong financial leadership, insightful analysis and high-quality management information to support effective decision-making across the organisation.

Reporting directly to the CEO & COO, the role will lead the Finance and Credit Control functions and will play a central role in ensuring the Community Bank maintains strong financial controls, effective financial management and compliance with accounting and regulatory requirements.



Burnley Head Office, 31-39 Manchester Road, Burnley, BB11 1HG

Colne, 25 Market Street, Colne, BB8 0LJ

Northern Community Bank is a trading name of Pennine Community Credit Union Ltd. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Registration Number (FRN) 213244.

The role will oversee the preparation of monthly management accounts, budgets, forecasts, financial plans and regulatory returns, while providing meaningful financial analysis and commentary to support the Senior Management Team and Board of Directors.

In addition, the role will lead the development of the Community Bank's data analysis, reporting and business intelligence capability, ensuring that accurate, timely and meaningful information is available to support strategic and operational decision-making.

A key focus will be developing a robust single source of truth for financial and operational information, improving reporting processes and using data to identify trends, opportunities, risks and areas for improvement.

The successful candidate will combine strong technical financial knowledge with excellent analytical and communication skills and will be confident translating complex financial and operational information into clear, actionable insight.

Your Key Responsibilities:

Financial Management & Reporting

- Lead and manage the Finance and Credit Control functions, ensuring effective delivery of financial processes and controls.
- Manage, mentor and develop members of the Finance Team, supporting a positive culture of accountability, collaboration and continuous improvement.
- Oversee the preparation of monthly management accounts, including insightful commentary, variance analysis and recommendations.
- Prepare and manage annual budgets, financial forecasts and business planning information.
- Assist the Finance Director with financial modelling and forecasting for the Senior Management Team and Board of Directors.
- Prepare the Financial Plan supporting the Community Bank's Business Plan.
- Analyse financial performance, costs and trends, identifying opportunities for improved efficiency and cost reduction.
- Provide high-quality financial analysis and insight to support organisational and strategic decision-making.
- Prepare and submit accurate regulatory returns within required deadlines.
- Ensure compliance with relevant accounting standards, regulatory requirements and internal financial controls.
- Oversee the year-end audit process, acting as a key point of contact for external and internal auditors and ensuring accurate and complete supporting documentation.
- Assist with the preparation of financial information and accounts for presentation at the AGM.
- Prepare payroll information for the external payroll processor and ensure payments are processed accurately and on time.



Burnley Head Office, 31-39 Manchester Road, Burnley, BB11 1HG

Colne, 25 Market Street, Colne, BB8 0LJ

Northern Community Bank is a trading name of Pennine Community Credit Union Ltd. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Registration Number (FRN) 213244.

- Oversee the annual dividend payment process and monthly and annual interest payments to account holders' accounts, ensuring all payments are completed accurately and within required timescales.

Treasury, Banking & Financial Controls

- Oversee access to, and the appropriate management of, all Community Bank bank accounts.
- Maintain effective cashflow and treasury management.
- Oversee supplier invoice processing and payment procedures.
- Ensure bank reconciliations are completed at least weekly and that any unreconciled items are investigated and resolved promptly.
- Regularly review financial processes and controls to ensure they remain effective, efficient and appropriate.
- Identify and implement opportunities to strengthen financial controls, processes and procedures.

Credit Control & Arrears Management

- Oversee the Credit Control function.
- Monitor the Community Bank's arrears position and ensure appropriate action is taken in accordance with agreed policies and procedures.
- Analyse arrears trends and provide meaningful management information and recommendations.
- Work with the Credit Control Team to support effective arrears management to minimise financial risk.
- Ensure appropriate controls, processes and reporting are maintained across the arrears management function.

Data, Reporting & Business Insight

- Develop and implement the Community Bank's financial data and reporting strategy, aligned with the Business Plan and wider organisational objectives.
- Develop and maintain robust financial and operational reporting systems, such as Power BI and underlying data sources.
- Ensure data is accurate, consistent, accessible and appropriately governed.
- Translate complex financial and operational data into clear, meaningful and actionable insight for the Senior Management Team and Board.
- Develop dashboards, reports and visualisations that support effective performance management and strategic decision-making.
- Work with departments across the Community Bank to develop and refine KPIs, measures and reporting requirements.
- Ensure financial data is effectively incorporated into budgeting, forecasting and business planning.
- Continuously review and improve management information so that reporting provides forward-looking insight rather than simply retrospective information.
- Maintain appropriate data governance, documentation, data quality standards and audit trails.
- Develop and document reporting processes in line with internal control and governance requirements.



Burnley Head Office, 31-39 Manchester Road, Burnley, BB11 1HG

Colne, 25 Market Street, Colne, BB8 0LJ

Northern Community Bank is a trading name of Pennine Community Credit Union Ltd. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Registration Number (FRN) 213244.

- Plan and prioritise reporting workloads, ensuring key information is delivered accurately and within agreed timescales.
- Identify opportunities to improve the use of data and technology across the Community Bank.

What we are looking for:

We are looking for an experienced finance professional who combines strong technical accounting knowledge with excellent analytical and data skills. Significant experience and high technical level of knowledge and expertise in reading, understanding and implementing finance and data analysis processes.

Strong technical accounting knowledge and understanding of reporting requirements.

Experience building financial models and using financial software.

Solid understanding of internal controls and financial governance.

Highly analytical with strong problem-solving skills.

Ability to interpret complex data and translate it into actionable insights.

Demonstrated experience of leading, coaching and developing teams.

Strategic thinker with strong analytical and problem-solving skills, capable of translating complex data into clear, meaningful outputs for the Senior Management and the Board.

Practical experience of developing and managing reporting solutions, ideally including Power BI, with the ability to design dashboards and reports that drive performance and enhance understanding.

Qualifications and Skills you will bring to us:

- Relevant experience of working within a finance function.
- Finance qualifications would be preferable.
- Experience in the use of Microsoft Excel.
- Experience of Microsoft Power BI, SQL or other business analytic systems would be preferred.
- Ethical, trustworthy, and committed to maintaining financial integrity.
- Collaborative team player who can work across departments.
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy.

Why Join Northern Community Bank?

This is an opportunity to take a key role in the continued development of a long-established Community Bank with a strong social purpose.

You will have the opportunity to influence how financial and operational information is used across the organisation, improve the quality of management information and help shape a more data-led approach to decision-making.

The role offers a combination of financial leadership, strategic analysis, data development and people management, making it an excellent opportunity for an experienced finance professional looking to have a meaningful impact within a values-led organisation.



Burnley Head Office, 31-39 Manchester Road, Burnley, BB11 1HG

Colne, 25 Market Street, Colne, BB8 0LJ

Northern Community Bank is a trading name of Pennine Community Credit Union Ltd. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Registration Number (FRN) 213244.

How to apply:

To apply for this role, please send a cover letter and a CV to hello@northerncb.uk



Burnley Head Office, 31-39 Manchester Road, Burnley, BB11 1HG



Colne, 25 Market Street, Colne, BB8 0LJ

Northern Community Bank is a trading name of Pennine Community Credit Union Ltd. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Registration Number (FRN) 213244.