



## JOB DESCRIPTION CHARITY FINANCE MANAGER

**REPORTS TO:** Trust Director

**RESPONSIBLE FOR:** No direct reports at this time; potential for an assistant in the future

**LOCATION:** Office base in Carshalton (SM5)

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The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems for all across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement. SERT is a member of the national Rivers Trust, and is part of the rivers trust movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. The Trust's core values are central to all it strives to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and deliver to a high standard to make a real difference to rivers and their catchment areas.

SERT is seeking a highly organised and motivated person with a genuine interest in charity accounting to lead the financial processes of the Trust. Initially offered as a two-year fixed term contract, it is expected that the position will be extended, subject to satisfactory performance and continued funding. This is an exciting opportunity to join a growing and dynamic team and make a real difference for the environment.

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### JOB SUMMARY

The role of Finance Manager will involve the efficient co-ordination and maintenance of the charity's accounts, ensuring the smooth operation and financial compliance of the Trust. You will be responsible for the day-to-day running of the finance function of the organisation and will work closely with the Trust's Head of Finance (consultancy position, c12 hours a week) Trust Director and the Senior Management Team.

You will be solely responsible for maintaining the Trust's financial records including: processing transactions; preparing and maintaining the Trust's nominal accounts; monitoring bank accounts; contributing to funding applications and financial reporting to funders (including EU project claims); producing project accounts and working with staff to review budgets and cashflow; supporting the work of the Head of Finance, Trust Director and Senior Management Team.

It is expected that a trading arm, fully owned by the charity, will be set up and the role will support this process. The charity is currently not VAT registered, and it is anticipated that any trading arm would be VAT registered, so an understanding of VAT issues, or a willingness to find them out, will be essential.

You will have excellent attention to detail and be able to communicate well both within the organisation and externally. You will be an integral part of the SERT team and will need to be able to clearly explain financial requirements to colleagues without a financial background. You will ideally have experience of Xero and be confident using Excel and Google spreadsheets, Word and email.

The role will suit a qualified accountant with a good level of knowledge and experience of charity finance. This is an exciting opportunity to become a core part of a dynamic and enthusiastic team making a real difference for the environment.

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## KEY DUTIES AND RESPONSIBILITIES

### 1. Running of the Trust's Financial Systems

#### 1.1 Transaction processing:

- Purchase and Sales Ledgers
- Staff expenses and payment cards
- Month end journals – accruals/prepayments
- Payroll and pension

#### 1.2 Preparing, maintaining and reporting on the Trust's accounts:

- Monitoring Charity Commission, Companies House and HMRC records and submissions
- Managing staff timesheets and supporting budget and cashflow preparation and monitoring
- Supporting the preparation of financial information for trustees
- Preparing annual external audit file
- Ensuring financial compliance of the Trust including operating within VAT limits

#### 1.3 Monitoring bank accounts:

- Setting up bank payments and banking cheques
- Credit control
- Bank and staff payment card reconciliations

### 2. Project accounting

- Providing financial information for grant and other funding applications
- Contributing to the financial reporting and claiming for all projects, including for EU funding
- Producing monthly project accounts and contributing to cashflow reviews
- Support project managers with financial information

### 3. Trading arm

- Contribute to setting up a VAT registered trading arm of the Trust when appropriate
- Contribute to the establishment and running of financial systems for the trading arm
- Support the financial compliance of the trading arm

### 4. Other

- Support the work of the Head of Finance, Trust Director and Senior Management Team
  - Contribute to and uphold the good reputation of the Trust, promoting the work of the Trust
  - Adhere to Trust policies and procedures and contribute to their development where appropriate
  - Other duties as necessary.
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## PERSON SPECIFICATION

Please keep this person specification in mind, as well as the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview.

Requirements	Essential	Desirable
<b>1. Training and Experience</b>		
1. Relevant accountancy qualification	X	
2. Experience using Xero accounting software		X
3. At least three years' relevant experience in a charity accounting role		X
4. Advanced Excel skills	X	
5. Experience of preparing management accounts, annual budgets, monitoring overhead recovery, producing cashflow forecasts	X	
6. Project management skills – required for claims processes, audits, financial reporting of changes and developments		X
7. Experience working with external auditors, preparation of annual audit file		X
<b>2. Skills, Abilities and Personal Attributes</b>		
8. High level of attention to detail	X	
9. Excellent communication skills	X	
10. Excellent organisational and time management skills	X	
11. Flexible and ability to multi-task	X	
12. A good understanding of the challenges of working in the NGO sector and/or a small organisation		X
13. Positive and 'can-do' attitude	X	
14. Able to work well both as part of a team and independently	X	
15. Able to prioritise and work under pressure to tight deadlines	X	
16. Honest, discretion and confidentiality	X	
17. An interest in water and the environment		X
<b>3. Miscellaneous</b>		
18. Commitment to equality of opportunity	X	
19. Full driving licence		X

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## CONDITIONS OF SERVICE

**Salary:** c.£33,000 *pro rata* commensurate with experience

**Contract period:** The position is full time, five days a week on a two year fixed-term contract with extension subject to performance and funding. The appointment will be subject to a six month probationary period, with no holiday taken during the first three months unless in exceptional circumstances and by prior arrangement.

**Termination of employment:** The period of notice to terminate the appointment will be three months by either party (one month during the probationary period).



**Driving licence and vehicle:** A full driving licence and your own transport are preferred.

**Pension:** SERT operates a contributory pension scheme through the Rivers Trust and will pay 7% of salary subject to a 4% employee contribution. Both employer and employee contributions will increase by 1% in 2020 and in 2021.

**Hours of work:** The working week is 40 hours per week but job sharing, flexible working or a fewer hours would be considered. No overtime will be paid.

**Annual Leave:** Annual leave entitlement is 25 days plus public holidays.

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## **APPLICATION PROCESS**

Please email a CV (two pages max.) and a covering letter (two pages max.) focussing on your relevant experience, salary expectation and what you will bring to the role and to the SERT, to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org).

Applications will be considered on receipt so please apply early. Interviews will be arranged on an individual basis. If you would like to discuss the position, please email [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org) or ring 0845 092 0110 and we will arrange to call you back.