



JOB DESCRIPTION FINANCE MANAGER

REPORTS TO: Finance and Operations Director

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

LOCATION: Hybrid working - at home and in the office based in Leatherhead with occasional travel across the South East, particularly South London, Surrey and Kent.

About us

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy thriving rivers for people and wildlife in 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 comprised of over 60 local trusts, which are described as having 'wet feet' because they concentrate their efforts on practical environmental enhancement works on the ground. The Trust's core values are central to all we strive to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and to deliver to a high standard making a real difference to rivers and their catchment areas.

The role

The Trust is growing in size with 30 members of staff and 60+ projects currently. The Finance Manager is a key role in the Finance & Operations Team, working with the Finance & Operations Director and Trust Administrator, to develop and provide the finance and operations functions that underpin the smooth running of the Trust.

SERT is seeking a highly organised and motivated person with a genuine interest in charity accounting to lead and develop the financial processes of the Trust.

This is an exciting opportunity to join a growing and dynamic team and make a real difference in protecting the environment.

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 Finance and Operations Director, the Trust Administrator, the Senior Management Team and project managers.

You will be responsible for maintaining the Trust and its trading subsidiary's financial records including: processing transactions; preparing and maintaining the nominal accounts; preparing monthly and annual accounts; preparing VAT returns; monitoring and managing 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.

As part of the Finance & Operations team you will also support the delivery of SERT's HR, IT and Administrative functions. While not essential, very strong IT skills are highly desirable.

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, 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.

KEY DUTIES AND RESPONSIBILITIES

1. Managing and running the Trust's Finance Function

1.1 Transaction processing (with support from Trust Administrator)

- Purchase and Sales Ledgers
- Staff expenses and payment cards
- Timesheets
- Payroll and pension

1.2 Management Accounting and Budgeting

- Manage month-end processes, including processing timesheets, posting journals, P&L review and balance sheet reconciliations
- Produce quarterly management accounts, including variance reports, rolling cash-flows and reserves forecasts
- Support the preparation of annual budget and reforecasts

1.3 Statutory Accounting

- Prepare for the annual audit, including the annual audit file, liaising with auditors and overseeing the implementation of audit recommendations
- Prepare the annual accounts for SERT (or liaise with auditor preparing accounts)
- Prepare annual accounts for SERT trading subsidiary (South East Rivers Consulting Limited)
- Prepare quarterly VAT returns

1.4 Project Accounting

- Produce monthly project accounts
- Support the organisation to ensure full cost recovery and monitor use of core funds
- Support project managers with financial information
- Prepare budgets and provide financial information for grant and other funding applications
- Prepare financial reports and claims for all projects, including for EU funding
- Ensure compliance with donor rules & requirements with respect to finance

1.5 Cash and Reserves Management, and Banking

- Set up bank payments and bank cheques
- Credit control
- Bank and staff payment card reconciliations
- Updating bank mandates and liaison with bank/s
- Actively manage cash flow to ensure adequate cash levels are maintained throughout the year, including cash flow forecasting
- Ensure strong Restricted & Unrestricted Fund management

1.6 Financial planning and operations

- Support the preparation of financial information for trustees/directors including management accounts, annual budget and forecasts, cashflow
- Ensuring financial control systems and procedures in accounts payable, accounts receivable, payroll and staff expenses, and banking functions
- Develop and improve financial processes and reporting to track and monitor projects
- Ensuring financial compliance of the Trust and trading subsidiary
- Monitor Charity Commission, Companies House and HMRC records and submissions
- Contribute to Board Finance Risk and Audit Committee as required

2. Other

- Support the delivery of SERT’s HR, IT and Administrative functions
- Support the work of the Director of Finance & Operations 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.

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
1. Training and Experience		
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
2. Skills, Abilities and Personal Attributes		
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 rivers and the environment		X
3. Miscellaneous		
18. Commitment to equality of opportunity	X	
19. Full driving licence and vehicle which can be used for work purposes, and happy to drive a van.		X
20. Suitable, safe home working environment	X	

CONDITIONS OF SERVICE

Salary: £35,000 to £40,000 (pro rata for part-time) dependent on experience.

Contract period: This is a permanent full time or 0.8 FTE contract. The appointment will be subject to a six-month probationary period.

Pension: SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

Annual Leave: Annual leave entitlement is 25 days plus public holidays (pro rata for part time)

Hours of work: Occasional evening or weekend work may be required, for which time off in lieu can be taken. No overtime will be paid.

Driving licence and vehicle: A full driving licence and access to your own transport is required.

Location: Hybrid working - at home and in the office based in Leatherhead with occasional travel across the South East, particularly South London, Surrey and Kent.

We would prefer the post-holder to be based in the SERT area, but this is not an absolute requirement.

Right to work in UK: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

EMPLOYEE BENEFITS

- Hybrid working and homeworking
 - Flexible and part-time working opportunities
 - Pension contribution of 9% salary, subject to 6% employee contribution
 - Life Assurance cover with SERT's Pension Scheme
 - Annual Cost of Living Adjustment Review (COLA)
 - 25 days annual leave per year plus bank holidays
 - Enhanced leave policies including sickness and maternity
 - Four staff away days per year
 - Commitment to career development and training
 - Free Employee Assistance Programme
 - Wellbeing team, with trained Mental Health First Aiders
 - Annual Staff Survey
 - Membership of Charity Finance Group
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APPLICATION PROCESS

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to jobs@southeastriverstrust.org:

- a completed application form
- a completed Equality and Diversity Monitoring Form

We are running a rolling interview process, receiving applications up until a deadline of **9am on Monday 25th July 2022**, with final interviews taking place by Friday 29th July via Zoom.

If you would like to discuss the position please email jobs@southeastriverstrust.org, with your enquiry and we will arrange to call you back.

Please note: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.