



Job Description

Job Title:	Finance Manager
Hours:	Part time, TBA, minimum 21 hours
Reports To:	Head of Finance and Administration
Direct Reports:	Finance Assistant
Key Relationships:	Gateway Programme Board, Operational staff team
Responsibilities:	Management accounting for the Trust and its subsidiary Company (which will include the Gateway project)

Main Purpose

You will support the efficient functioning of Earth Trust through effective management accounting. You will be a fundamental part of the reshaped Finance & Administration team that will support the Trust as it is transformed by a programme of major capital investment. Working with a high degree of autonomy you will prepare management information to support the day to day running of the organisation and its trading subsidiary company and various projects including the exciting Gateway Programme - a multi-million pound capital redevelopment of the existing Earth Trust Centre - to create a financially sustainable visitor attraction for families and adults, based upon fun environmental learning and discovery and supported by a café and farm shop.

Main Aims

- To support the Head of Finance & Administration (HFA) in the management of The Trust's and its subsidiaries' accounting systems;
- To prepare management information to a high standard and a tight reporting schedule for review with the HFA;
- To prepare the annual project budgets, income and expenditure working with Project Managers and co-ordinators, and periodic updates/reforecasts;
- To ensure the accurate recording and monitoring of expenditure on Programme and Projects: the Gateway Programme and other projects and funding analyses as required;
- To be responsible for overseeing all the input and reconciliations of all the accounting functions of the Trust and its trading subsidiary company;

Key Activities

Management Reporting

- Prepare the trial balances each quarter, including the creation and processing of journals for payroll, depreciation, accruals and other adjustments;

- Prepare the quarterly management accounts, producing schedules for the Finance and Risk Committee showing variances to budget year to date and including a quarterly forecast;
- Discuss all variances with budget holders and report accordingly;
- Prepare periodic cash flow forecasts;
- Undertake ad hoc investigations as agreed with the HFA;
- Maintain the fixed assets registers and reconcile to the management accounts;
- Respond to queries from the users of the information in a timely, accurate and appropriate manner.

Financial Administration

- Managing the Finance Assistant who will:
 - Maintain the Sales and Purchase ledgers for the Earth Trust and its subsidiary companies using the Sage Computer system, with careful accounting of transactions to specific budget heads, and liaison and clarification with budget-holding line managers;
 - Raise invoices and ensure their payment;
 - Manage the efficient payment of supplier invoices received and expense claims;
 - Process the Trust credit card transactions and reconcile to the monthly statement;
 - Manage the Cash Book including petty cash and Bank reconciliation;
 - Bank cheques and cash;
 - Prepare periodic petty cash reconciliations of cash and accounting balance;
 - Prepare periodic bank account reconciliations of NatWest statement and accounting balance;
- Producing the monthly payroll Excel spreadsheet for the Trust's payroll bureau and ensuring the reports received back are accurate and that the employees are paid on time;
- Ensuring the HMRC and pensions payments are made on time;
- Generating the VAT return on a quarterly basis for HFA review;
- Ensure gift aid claims are submitted accurately and on time;
- Dealing with auditors;
- Supporting the HFA in ensuring all departmental policies and procedures are up to date.
- Liaison with the IT service provider to ensure all systems are operational;
- As a member of the Trust's Finance and Administration team, assisting in staffing the general office as required and subject to your availability;

Financial Reporting

- Prepare control accounts on a regular basis to maintain accuracy and integrity of the Trust's finances;
- Assist the HFA in the production of the lead schedules necessary for the annual audit;
- Assist in the production of the annual statutory accounts;
- Assist in dealing with the financial aspects of the Charity Commission annual returns and other ad hoc returns.

Project Development, Monitoring and Applications for External Funding

- Production of analyses as required relating to capital projects to include cash flow forecasts;
- Production of all financial reports relating to the Gateway project and any other projects as directed by the HFA;
- Providing any reports required by funders;
- Provide assistance when needed to the fundraising team in preparing applications;
- Co-ordinate the financial reporting of applications.

Person Specification:

	Essential	Desirable
Experience	<p>Experience of all aspects of Finance and book-keeping.</p> <p>Demonstrated experience and understanding of P&L and Cash Flow Analysis and reporting and trend analysis and forecasting.</p> <p>Preparation of management and annual accounts, business analysis and management information and the development, maintenance and monitoring of management information systems and procedures.</p> <p>Experience of using Sage and translating raw financial data into accessible management information and recommendations for action.</p> <p>Team and staff management – able to manage and support others.</p>	<p>Understanding of charity accounting including SORP, Gift Aid, trading arms for charities etc.</p> <p>Development of project budgets including capital, revenue and cash flow forecasting/management.</p>
Knowledge & qualifications	<p>Qualified by Experience.</p>	<p>Understanding of the concept of restricted funds and charity accounting.</p> <p>Knowledge of SORP, SOFA and Charity regulations and Gift Aid.</p>
Skills & attributes	<p>Experience of accounting and processing within SAGE including banking arrangements, processing supplier and sales invoices and expense claims, nominal control account reconciliation, management accounts preparation and audit and other accounting transactions, adhering to proper controls and processes.</p> <p>Excellent computer skills, particularly Excel.</p> <p>Ability to manage a diverse brief and adhere to tight timescales.</p> <p>Flexible and solution orientated.</p> <p>Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions.</p> <p>Commitment to and understanding of team work and collaborative working.</p>	<p>Experience of administration for VAT, PAYE and NI</p> <p>Understanding of VAT coding system with Sage 50.</p>

	<p>High attention to detail and accuracy.</p> <p>Approachable and supportive, able to work with staff and volunteers with ability to explain complex financial information to different audiences and bring the best out of others.</p> <p>Flexibility and availability to support activities and festivals that occur outside normal office hours</p>	
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