



## **JOB DESCRIPTION**

**Job title: Finance Officer**

**Job Purpose:** The Finance Officer will lead on all aspects of the finances of the charity. The postholder will be responsible for managing all operational financial processes and maintaining the charity's financial records, including setting up budgets with other staff, preparing management accounts and cash flows for Trustee meetings and ensuring that the Ancient Tree Forum complies with all financial regulations.

**Reports to:** Chief Executive Officer (CEO) and Charity Treasurer

### **1 Duties and key responsibilities**

#### **Financial and Budgetary Control**

- Work with the CEO and Treasurer to ensure finance policies, internal controls and processes are effective and efficient
- Carry out book-keeping (Xero accounting software) ensuring that income and expenditure are allocated correctly and to undertake monthly salary costs/reconciliations
- Maintain accounting records and prepare quarterly Management Accounts and Cash flows for Trustees and monthly financial reports for project managers
- Work with the CEO for the creation of annual budgets and forward forecasts
- Maintain budgetary control and provide budget analysis by means of individual project reports
- Work with the CEO and Treasurer to submit to the Board any recommendations for changing the budget during the year
- Ensure returns are filed with Companies House and Charity Commissioners requirements relating to annual reporting and annual returns
- Ensure financial data security in line with the Charity financial standing orders.

#### **Preparation of Annual Accounts**

- Alongside the appointed Independent Accountant, alongside the CEO, to be responsible for arranging the preparation of the annual accounts
- Prepare the financial statements ensuring proper procedures are maintained

- Assist with the external tender procedure for the independent Accountant role every three years for approval by the Board
- Prepare for and attend the Board meetings and the Annual General Meeting (AGM) as requested by CEO and Charity Treasurer.

#### **Bookkeeping, salaries, and expenses**

- Reconcile sales ledgers, ensuring timely payments within the charity's bank authority limits
- Reconcile bank accounts
- Ensure that all salaries, and pensions to all employees and expenses of employees, trustees, contractors, or volunteers of the Ancient Tree Forum (ATF) are paid in accordance with statutory requirements and any ATF policies.

#### **Funding**

- Produce ad hoc reports, cashflow forecasts and forward forecasts as required as well as providing financial information for reports to funders
- Provide financial information to the CEO for bid submissions and grant applications.
- Keep a record of all funding agreements whilst tracking expenditure including prompting the CEO to make changes of fund requests to all funders, when required.

#### **Insurances, Assets, Risk, and Investments**

- Support the CEO to ensure adequate insurance cover for the organisation's activities
- Maintain a schedule of insurance policies and to consider cover each time a new agreement is entered into, including documenting any procedures for ensuring compliance with insurance policies as and when necessary
- Maintenance of the Fixed Assets Register for items over £100
- Support the CEO and Treasurer to ensure that the ATF maximises income from any funds and minimises interest charges
- Support the Treasurer to identify future cash flows and plan the movement of funds, accordingly, as required
- Report to the CEO, as required, on the bank accounts and other investments held by the ATF and the income earned from those accounts and investments
- Contribute to the updating of the risk register and the financial standing orders for the organisation.

## **2 General Responsibilities**

- Work to support the mission, ethos, and values of the Ancient Tree Forum
- Be flexible and perform other associated duties as may arise, develop, or be assigned, in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Developing and production of resources to support diversity, equity, and inclusion.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **PERSON SPECIFICATION: Finance Officer**

*All the following are essential unless otherwise stated.*

### **EXPERIENCE**

- Management of all operational financial processes for a small organisation, (preferably a charity) including maintenance of financial controls, financial security considerations, bank accounts and payroll management (outsourced)
- Recognition of the implications of different funding sources, maintenance of insurance, the fixed assets register and other critical finance matters
- Maintenance of financial records, budgeting, and the production of management accounts and reports ideally using SAGE
- Preparation of an organisation's annual report and accounts, liaising with an Independent Accountant to ensure they are prepared on time and to a high quality
- Minimum of 18 months in a similar role.

### **SKILLS AND ABILITIES**

- Skilled in using Sage and other online packages and working in a digital first environment
- Accurate data inputting skills and good attention to detail
- Well organised and systematic way of working
- Ability to multi-task, work under pressure and be flexible
- A collaborative approach to working with colleagues
- Maintain effective record keeping systems
- Ability to work both independently and as part of a team
- IT skills at a level that supports advanced excel, report writing, email, internet, and databases
- Adaptability and flexibility in being able to take on new roles and manage a range of different internal and external relationships.

### **KNOWLEDGE AND AWARENESS**

- Requirements to support a charity CEO in preparing annual budgets, reforecasting, and reporting to a board of trustees
- *Desirable* - Regulatory requirements and best practice policy and guidance relating to Charity finance and SORP regulations.

### **EDUCATION/TRAINING**

- Finance or Accounting Qualification or in training.

### **PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

- Willing to work occasional evenings and spend occasional nights away from home for staff or board meetings and the AGM
- Works well in a team with a flexible approach to work
- Able and motivated to work from home
- Personal resilience and the ability to stay focused in a changing environment with competing demands
- Commitment to anti-racism and equity. Commitment and ability to apply awareness of diversity issues to all areas of work
- Commitment to the values and ethos of ATF.