

Job description

Job title: Finance/Administration Officer

Location: Based in the Greater Manchester, Merseyside or Cheshire area. Home based but will require some travel within our operating area.

Accountable to: Director

Salary: £9,000 - £11,000 depending on experience

Hours: 15 hours per week (Flexible)

Term: Permanent

Transport: You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile).

Telephone: Monthly Telephone allowance (currently £20/month).

Employment subject to: Satisfactory references, Disclosure & Barring Service check and six-month probationary period.

The Mersey Rivers Trust

The Mersey Rivers Trust is a charity working in partnership with all those interested in improving our local rivers and waterways. As a member of the national Rivers Trust movement, it is the Rivers Trust for the River Mersey and its catchment including Greater Manchester, Cheshire and Merseyside. We are a small and enthusiastic team which has grown from 2 to 10 staff in the past three years. The Trust has ambitious plans for further expansion and development and we are looking to appoint a highly motivated individual to support our finance and administration functions.

The role presents an opportunity to work flexibly with our Trustees, Directors and project delivery staff and contribute to significant environmental improvements in the catchment.

Finance Officer

The role of the Finance Officer is essential to day to day work of the Trust. There is scope for the post holder to develop his/ her career further through the following diverse areas of work:-

Financial management

- Prepare the annual budget, (with the Director) for approval by the Board of Trustees
- Prepare quarterly management accounts with variances and cash flow forecasts for the Board of Trustees
- Work with the Directors and Project Managers to prepare multi-year budgets and undertake forecasting to inform the delivery of the Strategic Plan.
- Oversee all payments, manage cash flow, direct debit, income and donations
- Ensure that all pension payments are calculated and processed on a timely basis and liaise with the pension provider where necessary
- Liaise with the Trust's external payroll provider to ensure all salaries, National Insurance and PAYE are paid correctly and on time
- Balance and maintain accurate ledgers using the Trust's finance system (Xero)

- Match purchase orders with invoices
- Coordinate bank deposits and report financial results on a regular basis to the management team
- Pay vendor invoices and track bank account balances using electronic banking
- Oversee grant claims and prepare financial reports to funders
- Maintain the Trust's finance records on the electronic financial system (Xero)

General management and administration

- Support staff in preparation of funding proposals, invoicing and claims
- Attend quarterly Trustee board meetings and minute taking.
- Attend monthly team meetings and record actions
- Maintain an efficient electronic (and, where necessary, paper) filing system
- Support staff with administrative activities as may be required
- Undertake other duties from time to time to assist the Directors

This job description cannot cover every issue or task that may arise. The successful candidate may be expected to carry out other duties which are consistent with the aim and objectives of the post.

Finance officer job-holder competency profile

Essential

- Bachelor's Degree in Accounting or related field, or equivalent qualifications matched with proven experience
- Experience of financial and management reporting within a medium sized organisation
- Experience of preparing monthly management accounts and year-end statutory accounts, including liaising with auditors
- Ability to communicate financial information in an appropriate manner for non-financial Trustees and staff
- Ability to manage time effectively, work under pressure and meet deadlines
- Insight to know when to seek help to solve problems at an early stage
- Strong analytical skills
- Flexible thinking
- Team player

Desirable

- Ability to use Xero (or equivalent electronic financial recording and reporting systems) and Microsoft Excel
- Experience of payroll and pension payments
- Good written and oral communication skills; confident and clear presentation manner
- Experience of being part of a team that focuses on organisation-wide issues

- Experience of processing grant claims to funders
- Interest in the water environment and the work of the Trust

Term and Conditions

The following terms and conditions are typically offered to Mersey Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment

Annual leave: 28 days annual leave pro rata plus bank holidays

Location: Home Based

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and email to the Operations Director of the Mersey Rivers Trust, Paul Henbrey (paulh@merseyrivers.org).

Applications must be received no later than 9th April 2020.

Interviews will be held w/c 20th April, venue to be confirmed

If you would like more information on the role before submitting an application, you may contact Paul Henbrey 07747446103 (paulh@merseyrivers.org) or John Sanders 07821117396 (john@merseyrivers.org)