

**Charity Finance Manager**

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| Job Description |

**Salary:**  £40,000 pro rata

**Hours per week:** 28 hours

**Location:** Thames21’s main office at the Guildhall, City of London; frequent home working; occasional attendance at other Thames21 locations in London.

**Responsible to:** Chief Executive

**About Thames21:**

Thames21 is an environmental charity putting healthy rivers at the heart of community life. Through environmental improvements, community engagement, education and advocacy we bring about effective and lasting change by working hand-in-hand with communities to deliver tangible and measurable improvements to our network of rivers. This small, dynamic charity is looking for a key member of the team.

**Purpose of the job:**

We are looking for an accountancy qualified person to provide budgeting and financial services and participate in a busy river environmental charity as part of its Senior Management Team. As an experienced finance professional you will play a crucial role within a charity context with a committed and enthusiastic team. You will be creating a new role and will be supported by the Port of London Authority Finance Team as this work is taken in-house. This is an excellent opportunity for you to utilise your skills to make a positive contribution to Thames21’s charitable goals that will include helping recovery from the Pandemic by connecting communities with each other and with the blue/green spaces in their neighbourhood.

**Main duties and responsibilities:**

Client Invoices Generate through accounts system, debt collection.

Purchase Invoices Code & input invoices; supplier payments via BACS; overseeing sign-off

 Process.

Cash book Update & keep records; reconcile cash book to bank statement;

 post payment & receipts to accounts system.

VAT returns Calculate VAT due; submit VAT return online.

Management accounts Monthly I&E, project analysis; journals - payroll & overhead transfers,

 accruals & prepayments; balance sheet account reconciliations.

Forecasting Cash flows; income & expenditure.

Statutory accounts Preparation of "figures" for annual statutory accounts;

auditor queries / information requests.

Budgeting prepare annual budget.

Payroll Process monthly payroll; Month End and Year End FPS/EPS Returns;

Year End P60s.

Other Attend Finance Committee & Board Meetings – provide quarterly forecasting

 to the year end.

 Work closely with the Fundraising Team and Senior Managers to ensure

client invoices are correctly timed and despatched through the appropriate

route and contact.

Work with the Senior Management Team to ensure direct and indirect project

costs are correctly allocated and that Full Cost Recovery calculations are

reviewed annually.

Review financial processes and propose any systems efficiencies that might be introduced.

P11ds - annual preparation & submission (x2 employees)

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This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

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| **Person Specification**  |

**It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.**

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| **Qualification, development & knowledge** | **Essential** | **Desirable** | **Assessed by** |
| Minimum qualification: Part qualified accountant / AAT qualified | X |  |  |
| Working Knowledge of IT systems and databases including Microsoft Office |  | X |  |
| Working knowledge of accounting software including Quick Books. | X |  |  |
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| **Skills & Competencies**  |  |  |  |
| Charity finances and systems |  | X |  |
| Working as part of a small team with a variety of skills and roles |  | X |  |
| Working with a broad range of Thames21 partners and stakeholders |  | X |  |
| Good communication, written and presentation skills.  | X |  |  |
| Ability to work independently and with little supervision | X |  |  |
| Self-motivated and able to meet reporting deadlines | X |  |  |

**Additional Information**

* 25 days paid annual leave are available pro rata plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year.
* Thames21 operate a flexitime system of working.
* Thames21 have an ‘Auto Enrol’ Work Place Pension Scheme with NEST
* Laptop & Mobile phone for company use
* Childcare voucher scheme is available
* The postholder must be willing to travel sensibly throughout London.

**To request application details e-mail: michael.heath@thames21.org.uk**

**or visit our website at** [**www.thames21.org.uk**](http://www.thames21.org.uk)

**Please note that we do not accept CVs but request you complete our application form which can be found on our website.**

**Closing date for completed application forms:**

**Interviews to be scheduled:**

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