



student action on world poverty and the environment

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Job Description: Finance Manager

People & Planet is the largest student network in the UK campaigning for social and environmental justice.

The purpose of this role is to manage People & Planet's finances, and ensure that the organisation's financial and operational risks are managed.

People & Planet has a flat management structure. This role will be one of a number of Co-Directors working together collaboratively to manage all aspects of organisational management including strategy and budgeting.

Job Title: Finance Manager.

Accountable to: The management team. You will be peer-managed by another Co-Director.

Contract: Permanent position. Part time: 28 hours a week.

Location: East Oxford office.

Salary: £30,427 pro rata.

Main responsibilities

1. Manage and operate the accounting system (using Quickbooks) for the three legal entities that make up People & Planet and recommending any necessary changes. Including:
 - Managing bank and petty cash accounts.
 - Monitoring income and expenditure against restricted and unrestricted budgets.
 - Supervising the processing of payments and receipts by the Operations Manager (or other staff to whom this is delegated).
2. Budgeting:
 - Support other managers in determining financial strategies and budgets, and presenting these to the Board of Trustees.
 - Support budget holders in understanding and monitoring their project budgets.
 - Drawing up the financial elements of the strategic plan, operational plans and annual plan for the finance function.
3. Reporting and Returns:

- Produce regular management accounts for management team and trustee meetings.
 - Support other managers in preparing budgets for grant bids and submitting grant reports, and providing ad hoc financial information as required.
 - Maintain accurate cash flow projections, highlight potential problems and support other managers in finding solutions.
 - Ensure timely auditing of accounts, and all required returns (Charity Commission, Companies House).
 - Providing financial admin support for EU funded projects.
4. Administering all aspects of payroll, pension contributions and other staff benefits, ensuring that all legal requirements are met without penalty.
 5. Being responsible for People & Planet's tax affairs including claiming Gift Aid on donation income.
 6. Supporting the Board of Trustees.
 - Attending meetings, drawing up agendas, collating and circulating papers and taking the minutes.
 - Working with other managers and trustees to ensure good governance practices are encouraged and observed.
 - Working closely with the non-Student trustee who acts as Treasurer to ensure that the Board is fully briefed in a timely manner on all financial matters
 7. Acting as Company Secretary, with responsibility for ensuring compliance with statutory and regulatory frameworks appropriate to the legal entities making up People & Planet.
 8. Being responsible for oversight of People & Planet's legal affairs including trade mark licence and lease of premises.
 9. Providing FSG support and analyses to the Fundraising Sub-Group (FSG).
 10. Organisational Management (duties common to all Co-Directors)
 - Contribute to and participate in the running of the organisation including through staff meetings, working groups and consultations.
 - Participate in the peer-management structure of People & Planet, including managing at least one colleague.
 - Collaboratively steer the organisation's strategy and set the organisational budget as part of the Management Team.
 - Represent People & Planet's best interests in dealings with the public, supporters, funders, and partners.
 - Contribute to other work of the organisation when required.

Person Specification

Essential Criteria

1. Experience of organisational accounting, including:
 - book-keeping and reconciliation.
 - maintaining accurate budget projections.
 - producing reports for project funders.
 - running a payroll.
2. Experience of producing useful management accounts that enable others to maintain an accurate overview and a good understanding of the financial situation.
3. Experience of administering and developing effective systems that enable financial functions to be done efficiently. (For example: making sure that all bills received are authorised by the right person, allocated to the correct expense account, and the supplier paid on time.)
4. Experience of dealing with company and charity regulators and preparing relevant returns; understanding how companies need to be run.
5. Experience of company, charity, VAT and PAYE taxation procedures including regulatory requirements.
6. Proficiency in using Quickbooks accounts software, or similar double-entry accounts software.
7. Excellent verbal and written communication skills; ability to explain financial matters to others who do not have an accounts background.
8. Excellent organisation skills and good attention to detail and accuracy.
9. Ability to work in a team and form productive and supportive professional relationships in a non-hierarchical organisation.
10. A willingness to be flexible and dynamic in the face of changing accounting needs.
11. Belief in the importance of human rights, environmental sustainability and social justice.

Desirable criteria

The following criteria are desirable in that they would be very useful in this job, but are not considered essential as they are all things that could be gained on the job.

1. Experience of accounting for a charity/not-for-profit, working with restricted/unrestricted funds.
2. Experience of preparing accounts for examination and working with an examiner to complete the year-end accounts.
3. Highly developed spreadsheet skills including a solid understanding of basics: formatting values, formulas, absolute/relative/linked cell references, print ranges, producing charts/graphs.