



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 risks are managed. People & Planet have an annual financial turnover of over £300k per year with plans to grow.

Job Title: Finance Manager.

Accountable to: This role reports to the Operations Director. It has no direct line reports.

Contract: Permanent position. Part time: Up to 21 hours a week. We are open to negotiation on the number of hours in this role and to adjust the responsibilities to be sensitive to other commitments that the successful candidate may have.

Location: East Oxford office.

Salary: £31,966 pro rata (based on a 35 hour week).

Main responsibilities

1. Manage and operate the accounting system (using Xero) for the three legal entities that make up People & Planet. Including:
 - Managing bank and petty cash accounts.
 - Logging all income and expenditure and paying invoices.
 - Monitoring income and expenditure against restricted and unrestricted budgets.
 - Reconcile bank account statements with accounting software.
2. Budgeting:
 - Support other managers in determining financial strategies and budgets.
 - Support budget holders in understanding and monitoring their project budgets.
 - Drawing up the financial elements of the strategic plan.
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).
4. Payroll
 5. Administering all aspects of payroll, national insurance, pension contributions and other staff benefits.
 6. Being responsible for People & Planet's tax affairs including claiming Gift Aid on donation income.
 7. Maintain and develop financial systems and processes to ensure that People & Planet is meeting financial accountability requirements in an effective and efficient manner.

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 Xero 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. A willingness to be flexible and dynamic in the face of changing accounting needs.
10. 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.