



## Finance Officer JOB DESCRIPTION, May 2022

**Title of post:** Finance Officer

**Hours:** P/T – 1 day per week (0.2) – working pattern open to negotiation.

**Principal location of work:** at SLBI, 323 Norwood Road, SE24 9AQ. Hybrid working is encouraged. Currently, the role is expected to be homebased

**Line manager:** Education & Project Manager and Hon. Treasurer

**Contract** – Initially 1 year, but extended depending on funding

**Remuneration:** £500 pcm

**Employer pension contribution:** Statutory contribution level, currently 3% of qualifying earnings.

**Leave:** Pro-rata of FTE 25 days p.a. plus pro rata Bank Holidays

**Staff managed:** None

**Attendance at meetings:** Finance sub-committee every 2 months; others as agreed

### **About the South London Botanical Institute:**

The South London Botanical Institute (SLBI) aspires to be a place where people of all ages and backgrounds can develop and share a passion for plants and improve their knowledge of how to protect the natural environment and act to tackle climate change. Our mission can be summarised as: *Discovering plants, enriching lives, sustaining the future.*

The South London Botanical Institute (SLBI) is a rare UK example of a botanic resource and garden located in an area that is socio-economically typically inner-city. This makes it an ideal place for people of all ages and backgrounds to begin to appreciate and deepen their understanding of the natural world around them. The SLBI is based in Tulse Hill, in the London Borough of Lambeth, close to the boundary with Southwark and parts of Wandsworth.

### **Purpose and background of post:**

You will be a key part of the team that carries out the financial duties of SLBI, in accordance with the charity's procedures and you will support other members of the staff team with financial information as needed. You will be a qualified or part-qualified accountant with at least 2 years demonstrable experience in a finance role.

**In more detail:** This is a new, financially-dedicated post whose purpose is to coordinate, improve and further professionalise the roles and tasks of the finance functions of a small, busy charity. We receive grants and other income from different sources, which have to be accurately tracked and reported, particularly if restricted by the donor.

The finance tasks are currently shared between the P/T Administrator (who, amongst many other non-financial responsibilities, deals with the routine book-keeping tasks including data input and bank recs), the Hon. Treasurer (management accounts, financial protocols) and the co-chair (monthly quarterly fund/grant reconciliations, cash flow, salaries authorisation). A Finance Sub-committee, consisting of trustees, external advisor and staff meets every two months to review the finances prior to Board meetings.

Working closely with the Administrator (who will continue her book-keeping role), your role will be to: ensure accuracy of postings; reconcile funds; maintain cash flows; prepare monthly salaries for external payroll

processing; and to provide Hon. Treasurer and others with accurate information and reports in order to produce the Management Accounts, make grant applications and make financial projections. You will set up new systems as appropriate. You will not be expected to routinely enter data or make payments, but might be expected to do so in the absence of the Administrator.

You will attend and contribute to the meetings every 2<sup>nd</sup> month of the finance sub-committee, and occasionally other meetings as necessary (e.g. trustee Board, staff)

Other staff members are all part-time and comprise: Education & Project Manager; Education and Outreach Coordinator; Individual Giving, Marketing & Communications Coordinator.

#### **Main duties:**

1. To help ensure the maintaining of accurate financial records and to investigate records as needed
2. Provide advice and guidance on accounting/budgeting for all restricted and designated projects, including creating Excel and other monitoring tools.
3. Review all financial transactions for processing for accuracy of coding; ensuring errors amended before quarter's end and Administrator advised of correct accounting for future use e.g. restricted project costs
4. Ensure that all journals are authorised and processed according to SLBI regulations
5. Input and maintain data on SLBI finance system in absence of Administrator.
6. Support the Administrator in processing and allocation to funds of receipts, purchase invoices, credit card accounts, BACS payments, bank reconciliations etc.
7. Maintain the Chart of Accounts and ensure that they are relevant to projects and activities with the Charity
8. Responsible for preparing cash flow statement on a monthly basis for review by the Hon. Treasurer
9. Contribute to the drafting of organisational, project and grant budgets.
10. Payroll is external contracted, but you will be responsible for timely processing of salaries, ensuring accurate allocation to appropriate funds and that salaries are authorised for payment by an appropriate trustee.
11. Liaising regularly with SLBI's staff, trustees, external accountants and others as required.
12. Assist in the production of management information on a monthly or quarterly basis as required
13. Assist in monitoring financial KPI's in line with business plan.
14. Assist in grant applications and monitoring reporting to the funders. This might require written text as well as financial data.
15. Attending and participating in staff meetings, Finance sub-committee and trustee meetings as agreed.
16. Other duties as required to enable the SLBI's finance functions to work smoothly and efficiently.

#### **PERSON SPECIFICATION**

##### **Qualifications required for post:**

- Part or qualified accountant

##### **Experience & Skills required for post:**

- At least 2 years' experience of working in a finance function
- Demonstrable familiarity with book-keeping and/or accounting practices
- Demonstrable experience of drafting and implementing budgets
- Experience of working in a similar role in a small, busy, preferably charitable, organisation would be an advantage.

- Experience of using computerised financial accounting systems. We use MyFundAccounting (aka Finance Coordinator), an online accounting system developed for charities, for data input and reports. Training will be provided if necessary.
- Demonstrable experience of grant accounting and of restricted funds use would be an advantage.
- Good organisational and record-keeping skills, self-motivated with ability to manage own time, willing to acquire new skills.
- Excellent Excel plus Word and computer literacy skills
- Excellent verbal and written communication skills
- Familiarity with remote meetings and collaboration. We use Zoom.
- Systematic attention to detail and accuracy
- Reflective and analytical skills, with the ability to find, absorb and summarise complex information, often to tight deadlines

**Attributes:**

- Sympathy with the aims of and commitment to financial and other policies of the SLBI
- Ability to work as part of a part-time and/or distanced team

**To apply:**

Further information about the charity, our trustees, policies and our activities can be found on our website: [www.slbi.org.uk](http://www.slbi.org.uk).

The job description can be downloaded from the website or obtained from the Administrator at: [info@slbi.org.uk](mailto:info@slbi.org.uk).

Please email your CV and covering letter to: [info@slbi.org.uk](mailto:info@slbi.org.uk) by close of business 31 May 2022.

Interviews (via Zoom): mid-June. We would like your employment to start as soon as possible.