

Job pack

Finance Officer – part time

Salary: £36,000 (Prorated for part time)

Based: Liss, Hampshire

Location: Onsite Working

Hours of Work: 18.5 hours per week

Contract: Permanent

The White Eagle Lodge is a spiritual organisation. It is not necessary for the applicant to be a member or adherent of the Teachings, but respect and empathy are required for the spiritual aspects of the work and the values and ethos of the Lodge. Please take a look at our website to find out more about what we do.

We are looking for a positive, reliable and highly organised person. You need to be a good team player as well as being able to self-manage and work to deadlines. You would be working in a beautiful rural setting on a country estate, therefore your own transport is essential.

Skills and Experience

For this role it is essential to have a strong financial background, preferably in the charity sector. Knowledge of charity funds and necessary returns for the Charity commission is desirable.

Proficiency in all aspects of the Microsoft Office suite, especially Excel. Strong communication and interpersonal skills. Being able to multitask with competing deadlines. Being disciplined and structured. It is desirable but not essential that you can manage payroll.

Experience of a similar role in a small organisation is desirable.

For an informal discussion about the post please contact Sarah Claydon-Bone on 01730 893300 or email sarah.claydon-bone@white-eagle.org.uk

To apply please submit your CV and a supporting statement, outlining how your experience meets the criteria, to support@bespokehr.com Job ref: WELFOFFICER2024

Closing date: 25th October 2024

What we can offer you

Benefits include 25 days annual leave plus bank holidays (Prorated for part time); access to the NEST pension scheme; enhanced sick pay and access to an Employee Assistance Programme. We offer an environment which encourages development, empowerment and personal responsibility.

Job Description

JOB TITLE: Finance Officer

JOB PURPOSE:

1. To take responsibility for ensuring end to end finance processes are carried out in a timely manner
2. To maintain accurate and sufficient accounting and financial records, ensuring all legislative requirements are met
3. To ensure that the work of the Lodge and its outputs are consistent with its charitable objectives and its ethos

RESPONSIBLE TO:

Deputy Lodge Mother

RESPONSIBLE FOR:

Finance Assistant (financially)

MAIN DUTIES AND RESPONSIBILITIES

Ensure all relevant tasks are carried out correctly and provide financial information to the Trustees (monthly and quarterly) and Team Mentors as required.

Ensure annual and ad hoc returns are made to the Charity Commission and Companies House as and when required. Maintain our registry with external bodies (Information Commissioners Office/ Charity Commission/Companies House).

Maintain such records and accounts as will allow the trustees, auditors and regulatory bodies at all times to be fully informed as to the financial state of the Charity.

Ensure high quality reporting and robust processes are in place to support the Charity

Implement efficient and diligent financial practices.

Ensure the Lodge meets all required legislative requirements.

Prepare an annual budget in Sage (together with the Team Mentors) including management and variance analysis. Liaise with coordinating group with regards to monitoring and reporting.

Utilise accounting software (Sage).

Examine and analyse financial information.

Present findings (written and verbal) to Coordinating group and trustees.

Pay authorised invoices. Update Sage.

Balance accounts on a day-to-day or week-to-week basis.

Manage reconciliation of all accounts, including posting and balancing

Manage cash flow

Responsible for maintaining all necessary records including invoices, expenses, payments and transactions.

Manage accruals & prepayments.

Manage payroll of the monthly pay run by deadline, report and create a journal to post pay/tax/NI/NEST to Sage. Arrange bank transfers to each employee and to HMRC.

Reconcile payroll suspense accounts monthly.

Liaise with suppliers and banking contacts.

Work closely with auditors to prepare year end accounts and statutory reports

Prepare all relevant financial and management reports as required

Ensure income and expenditure is correctly recorded in relation to the type of fund (unrestricted, restricted, designated and permanent endowment)

Manage insurance policies and energy bills and contracts, obtain quotes liaise with Coordinating group and Trustees

Provide financial supervision for the Finance Assistant

Other duties as necessary and commensurate with the role.

Within collaborative self-managing teams, individual team members have responsibility for specific tasks and areas of work; although knowledge is shared to facilitate effective working and to enable colleagues to provide cover for each other. The team discusses and agrees any changes to ways of working, referring to the Coordinating group as necessary. All teams have a member with Ministerial/spiritual input/outlook. The team makes a yearly budget proposal, with help from the Finance Officer and after agreement from the Trustees they work on keeping costs down and oversees the financial

performance within their agreed budget. If financial investments outside the budget are needed it is taken to the Coordinating group who consults the Trustees.

The team ensure all work is carried out effectively and efficiently, plan and coordinate procedures and systems to streamline processes within the team and keep up with skills development that are needed to carry out their tasks. The teams plan and agree between themselves when leave of absence is taken so that the necessary work can continue.

The teams ensure their outputs are consistent with the Lodges charitable objectives and its ethos and ensure the Trustees are made promptly aware of significant issues including any that might affect the reputation, financial position, health and safety, business continuity etc of the Lodge.

Individuals may also be invited and/or volunteer for other project teams that are formed on a temporary basis to progress specific projects and will also work in a collaborative and self-managing way. Team members should consider whether they have the capacity to take on such additional work and discuss with their team as necessary.

Person specification Finance Officer

Attribute	Essential	Desirable	Method of Assessment
Experience	- Experience of a similar role in a small organisation		CV Interview
Interpersonal skills	- The application of sound judgement - Effective prioritisation and organisation skills - Ability to develop and maintain good relations with Trustees, staff, volunteers and contractors		CV Interview
Communication	- Effective written and verbal communication skills		Interview
Personal Qualities	- Ability to take initiative and prioritise workloads		CV Interview

	<ul style="list-style-type: none"> - Being able to multitask with competing deadlines - Ability to create high quality reporting and robust processes - Ability to work as a team player as well as autonomously - Keen eye for detail - Being adaptable and maintain a positive attitude 		
Technology / IT Skills	<ul style="list-style-type: none"> - Highly computer literate and proficiency in all aspects of the Office suite, especially Excel - Experience of using Sage accounting software - Easily learn new IT programs/applications 		CV Interview
Education and Training	<ul style="list-style-type: none"> - AAT level 4 - Evidence of continuing professional development 	- Manage payroll (Sage)	CV Interview
Knowledge		- Knowledge of charity funds and necessary returns for the Charity commission is desirable.	Interview