

Post: Garden Organic Finance & Compliance Manager
Location: Ryton Head Office (Hybrid)
Reporting to: Director of Finance & Corporate Resources
Contract Term: Permanent
Hours: Full time 35 hours per week (Although 4 days a week would be considered)
Salary: £34,000 to £38,000 per annum pro rata.
Role subject to DBS Check: No

The charity:

Our organisation promotes the know-how and benefits of organic gardening to individual and community gardeners. Showing people how they can encourage ecosystems to flourish in their own growing space has never been more important to stem the decline of plant and insect species and aid nature's recovery. Our work is set in the context of the Sustainable Development Goals (SDG) and we want to ensure Garden Organic is having demonstrable and measurable positive impact, in particular on SDG 15 – Life on Land.

We are a membership organisation, attracting individuals who want to find out how best to garden in harmony with nature. We work with private, public and voluntary sector organisations to promote organic growing. We have a good profile and reputation for our research, much of which is conducted as citizen science projects via our membership. We are the home of the Heritage Seed Library – a living collection of vegetable seeds which would otherwise have gone extinct.

Overall purpose of the role:

Garden Organic is looking for a Finance & Compliance Manager to support the Director of Finance & Corporate Resources as part of the small but experienced corporate resources team. The role will entail working with the wider team on financial accounts and all aspects of contractual and regulatory compliance.

What we are looking for

Our ideal candidate will bring energy and enthusiasm to the role as well as proven experience in the fields of both finance and organizational compliance together with a willingness to learn. You will ideally be qualified in financial management or working towards qualification along with evidence of your Continued Professional Development and desire to stay abreast of financial practice and regulation. We will consider applicants who are qualified by (proven) experience.

Responsibilities & Main Duties:

Financial Management

- Act as an effective internal business partner to all colleagues across the charity, providing timely, accurate and relevant information to support the financial planning and performance of all services and functions.
- Day to day responsibility includes leading month end processes including reviewing and posting journals, purchase ledger, sales ledger, adjustments and balance sheet reconciliations to make sure month end reports are delivered within agreed timelines.
- Working with the team to produce the monthly management accounts pack including P&L, cashflow, balance sheet and other management reports with financial analysis and comments as required.
- Working with budget holders on the cycle of budgeting and reforecasting including working to an agreed timetable, setting up templates and working with budget holders to get them completed, plus finalizing them for senior management.
- Supporting the execution of all day-to-day financial operations and processes including management of payroll, gift aid, charity VAT, membership subscriptions, donations and other charitable income and expenditure.
- Assisting in managing external relationships with auditors, banks, pension providers, payroll partners and insurers.
- Managing relationships with stakeholders in relation to efficient issue of invoices, processing of payments, resolving queries etc.

Risk Management and Compliance

- Assist in administrating the GO Risk register in timely manner.
- Assist the Director Finance & Corporate Resources in managing internal assurance and governance processes, including internal audit and compliance testing.
- Assist in compliance with contracts with suppliers and landlord as well as supporting compliance in the delivery of charitable service contracts
- Working closely with Director of Finance and Corporate Resources to ensure that Garden Organic is compliant with all regulatory requirements such as data protection, health and safety, the fundraising regulator etc.
- Take a key role in the Health & Safety working group.

General

- It is the nature of the work of Garden Organic that tasks and responsibilities are, in some circumstances, unpredictable and varied. All employees are expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.
- A valid UK driving license would be useful.

Person Specification:

Experience	Essential	Desirable
Experience of all aspects of financial management including management accounts, statutory accounts, cashflow, reporting and compliance.	Yes	
Experience of working with budget holders to produce annual budget and forecasts.	Yes	
Experience of risk management and charity governance compliance reporting.		Yes
Experience of statutory reporting, contract compliance, annual accounts (VAT, Pension, PAYE etc.) in charity or public sector organization.	Yes	
Knowledge and Skills		
Excellent IT skills including the use of (MS Dynamics 365) Business Central or similar system and Microsoft Office (Excel and Power point)	Yes	
Excellent written and oral communications skills, including ability to communicate clearly.	Yes	
Good financial analysis skills to examine financial consequences of proposals and plans.		Yes
Highly organized, self-motivated team player with excellent attention to detail and able to work with minimum supervision.	Yes	
At least part qualified towards a recognised accountancy qualification or qualified by experience ideally with working knowledge of charity finances.	Yes	

Equality, Diversity & Inclusion:

We encourage and promote the equality, diversity and inclusion of all our staff and job applicants to ensure that everyone is always treated with dignity and respect. We want to create a working environment where everyone can make best use of their skills, free from unlawful discrimination or harassment, and where all decisions are based on merit.

We want you to know that any job applicants will receive equal treatment regardless of your age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (your 'Protected Characteristics').

Any applicant is welcome to request a copy of our Equality, Diversity and Inclusion Policy.

Garden Organic is also a Disability Confident Employer and aims to create opportunities wherever possible. It should be noted that some of our roles require travel and attendance at events where accessibility arrangements will vary.

To apply:

All applicants must complete a **Garden Organic Application Form** which can be downloaded via our website www.gardenorganic.org.uk. Please complete and return to us along with a covering letter explaining why you are interested in working for us and why you feel you would be a good fit for the role.

We will be reviewing applications on a rolling basis. Garden Organic reserve the right to close the advert early depending on response levels.

As part of our commitment to Diversity and Inclusion all applications will be anonymised before being submitted to the recruitment panel. You are welcome to submit an anonymised CV in application for the role however please ensure you provide a contact telephone number or e-mail address.

Application Deadline:

Thursday 15th August 2024