

Job Description

Position:	Finance and Resources Officer
Base:	London or Hybrid (1-2 days a week in the London co-working office)
Contract:	Permanent
Hours:	P/T 28 hours per week (0.8FTE)
Salary:	£35k (pro rata) plus generous pension contribution
Holiday:	31 working days paid holiday in each holiday year (pro-rata for part time staff), in addition to English bank and public holidays (pro-rata for part time staff).

Purpose of the role

CHEM Trust is looking for an experienced Finance and Resources Officer to join our small team. You will ensure that our finances are managed to a high standard, and provide financial guidance, information and support to the SMT, Board of Trustees and the wider team.

You will have a relevant professional accountancy qualification (AAT, CIMA, ACA, ACCA) with some experience of working independently or with minimal supervision, preferably in the charity sector.

Mission of the organisation

CHEM Trust's overarching aim is to prevent human-made chemicals from causing long term damage to wildlife or humans, by ensuring that chemicals which cause such harm are substituted with safer alternatives.

We are a small, dynamic and influential environmental NGO, working mainly at the EU and UK level. We are science-based, working at the science and policy interface. We work closely with NGOs, scientists and decision-makers in the UK, across Europe and globally.

The Finance and Resources officer role is vital in ensuring the effective and timely running of our finances, our funders receive the information they need, and the team are well supported in delivering their roles.

The Board of Trustees are active and engaged and CHEM Trust is signed up to the Charity Commission's code of Governance for small charities. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from black and minority ethnic candidates, as they are currently under-represented in the UK charity sector.

More information about CHEM Trust's work and team is available from our website & blog: <https://chemtrust.org/>

Core Duties

Finance:

- General financial administration and management on Xero.
- Monitor income and expenditure against budget to ensure accurate financial management.
- Support the fundraising team with income management and ad hoc reports for funders.
- Support the year end audit process ensuring submission of the statutory accounts in line with requirements.
- Preparation of monthly management accounts for SMT and board meetings, highlighting key variances.
- Prepare, in collaboration with SMT, the organisation's annual budget.
- Ongoing review of financial procedures to ensure best practice.
- Provide full operational support across the organisation on relevant finance matters.

Policies and Procedures:

- Development, implementation and regular review of organisational policies and procedures in line with best practice and regulations.
- Ensure compliance with all relevant legislations and accepted good practice.
- Foster and maintain a culture of support, collaboration, and empowerment throughout the organisation while ensuring policies are applied fairly for all staff.
- Responsibility for leading on health and safety at work, data protection and safeguarding.

HR:

- Point of contact for all HR matters, including liaising with the external HR support service.
- Ongoing review of HR policies and procedures to ensure best practice.
- Provide operational support across the organisation on relevant HR matters.

Governance:

- Arranging schedules and documents for Board and Sub-committee meetings, as required.
- Preparing agendas for Board meetings, ensuring timely production of documents and noting non-confidential action items.
- Ensure processes are in place to ensure effective governance within CHEM Trust.

General:

- Represent and be an ambassador for CHEM Trust
- Work to support the mission, ethos and values of CHEM Trust
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data.
- Familiarise with, and adhere to CHEM Trust Processes, Policies and Procedures.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Person Specification – Finance and Resources Officer

Experience and Qualifications

Essential	Desirable
<ol style="list-style-type: none"> 1. Full AAT qualification or equivalent 2. Willingness to undertake further training as required 3. Significant experience of administering all aspects of the accounting function, preferably in the charity sector. 4. Excellent understanding/fully conversant with the principles of double entry bookkeeping. 5. Significant experience of maintaining financial records, budgeting and producing management accounts and reports. 6. Significant experience of using a cloud based accounting system, such as Xero, and a commitment to maintaining/furthering own knowledge of Xero 7. Good working knowledge of excel spreadsheets, including advanced functions 	<ol style="list-style-type: none"> 1. Additional relevant qualifications or experience in either HR, procurement, governance or IT 2. Evidence of ongoing commitment to professional development 3. Sound understanding of Charity SORP 4. Proven track record of effective financial management including monitoring and interpreting financial data and creating financial reports. 5. Experience of finance monitoring for fundraising and reporting purposes. 6. Expert Xero user 7. Fully conversant/advanced user of MS Office suite

Skills, Knowledge and Abilities

Essential	Desirable
<ol style="list-style-type: none"> 1. Excellent interpersonal and organisational skills 2. Ability to work on own initiative 3. Ability to problem solve and prioritise 4. Excellent literacy and numeracy skills 5. Ability to learn and adapt quickly 6. Ability to work under pressure to meet tight deadlines 7. Able to be assertive and communicate outcomes appropriately 8. Accurate data inputting skills and attention to detail 9. Able to travel to the London co-working office at least once per week (and preferably more often) 10. Works well in a team with a flexible approach to work 11. Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work. 	<ol style="list-style-type: none"> 1. Understanding of charity governance