



Financial Accountant

Candidate pack



Hello from our team!

Are you someone with a passion to challenge the inequalities faced by children? Do you believe it's unacceptable that 800,000 children are living in deprivation in London – which is more than the rest of England and Scotland combined? Do you want to make a difference to children with few opportunities? If the answer to these questions are yes, then you may well fit right in!

There are many reasons why the work we do at Greenhouse Sports is important. We work with young people from deprived backgrounds because the crisis for children living in deprivation is real and urgent. Children from the poorest families are 3 times more likely to not participate in any extra-curricular activities compared to those from wealthier families, and they lack many opportunities that are available to their wealthier peers. Sport gives these young people an opportunity, and in many cases their only opportunity, to participate in sports, physical activity and mentoring. We believe that every child deserves a fair chance to succeed in life and with your support we can improve the life chances of over 7,000 young people a year in deprived areas of London by helping them develop essential life skills, increase their engagement with education and give them positive activities to take part in outside of school.

For everyone employed at Greenhouse Sports, it's more than just a job. From our coaches on the front-line, delivering to children first-hand, to our office staff – we all truly want the same thing: to make a difference to young people living in London. Greenhouse Sports is a medium sized charity but our work and impact is far-reaching and we think big! We are focused and professional in meeting goals and targets, but know that it is important everyone maintains a healthy work-life balance and feels well looked after. Last year, our annual staff survey said that 95% of respondents to the staff survey say they enjoy working for Greenhouse; 84% say we responded effectively to the pandemic; 80% feel they can express their views openly to their manager; and 90% feel their colleagues are passionate about the work they do for Greenhouse.

I hope you will consider applying and joining the Greenhouse family.

Hannah Forster,
Director of Finance & IT



The important stuff

benefits of working here

- A flexible approach with a mix of home and office working, depending on your role.
- 20 days' paid holiday, increasing by 1 day a year up to 25 days. Paid bank and public holidays on top.
- Each year we close for 2 weeks over Christmas meaning you'll get another 7 days paid holiday each year to take over the festive period.
- Automatic enrolment onto a health insurance plan with Westfield Health, where you can claim money back on things like physiotherapy, eye tests and dental work, and access counselling and GP services.
- Annual personal wellbeing budget to spend at BetterSpace, a wellbeing app that provides resources to assist with a proactive approach to a healthy wellbeing.
- 10 fully paid sick days.
- Enhanced maternity pay after 2 years' service.
- We want to know how you would like your career to develop with us. 40% of our team have been with us over 4 years and we have a strong culture of internal promotion alongside internal management training opportunities and support for external CPD suitable to your role and ambitions.
- No long-hours culture. We value the quality and efficiency of your work – not the length of time you put in.
- Centrally located (a stone's throw from Marylebone and Baker Street), at our community centre and HQ – with a wide range of shops, cafes and bars right on the door step – and where you will be directly getting to know the local community that Greenhouse work closely with.



Job description

Job Title: Financial Accountant

Contract: 3 days per week (0.6FTE), 12 month fixed-term

Salary: £25,200 - £27,000 (£42,000 - £45,000 FTE)

Department: Finance and IT

Responsible to: Finance Manager

Responsible for: N/A

Duration: Fixed Term

About Greenhouse Sports

Established in 2002, Greenhouse Sports charity is leading the fight for a future where young people are supported and empowered, whatever their challenges, through sport.

Our magic is the Greenhouse coach, sports coach, trained mentor and role-model combined. Over the last 2 decades these coaches have worked with more than 50,000 secondary school children in London to help them fulfil their potential.

Partnerships with trusted higher education institutions such as Bath, Loughborough and UCL have allowed us to develop robust ways of shaping our services and capturing the impact of the difference we make. In the last year alone (21/22) Greenhouse participants demonstrated higher levels of mental wellbeing and physical activity than the national average benchmarks.

In 2020 we expanded our delivery beyond London for the first time, and we launched a programme of work to support children earlier in their lives at primary school. This expansion of services is critical to meeting the needs of young people growing up in poverty today, and we are committed to continuing to expand these services in the years to come.

Purpose of the role

Reporting to the Finance Manager, the Financial Accountant will provide support to the Finance Manager and the rest of the Finance Team with the following specific responsibilities:

- Preparation of the monthly management accounts including variance analysis and notes
- Preparation of monthly budget holder reports and analysis
- Preparation of the statutory accounts and notes
- Support various finance projects such as the introduction of new monthly budget holder reporting and other improvements

Key responsibilities

Reporting

- Complete the preparation of accurate and timely monthly management accounts with minimal supervision. To include e.g. variance analysis, notes and investment performance
- Production of the statutory accounts including notes and reconciliations, in line with Charity SORP, FRS102 and other relevant regulations and guidance. To include staff and non-staff costs and restricted reserves allocation as required

Business partner support

- Own the preparation of the newly created budget holder reports ensuring that reporting is complete and accurate and following up any queries.
- Monitor actual spent vs budget by providing variance analysis for these monthly budget holder reports
- Using your own judgment extract relevant data from X-ledger and prepare reporting for internal stakeholders as and when required

Controls and processes

- Work with a continuous improvement mindset to identify efficiencies in existing processes and controls

Finance team support

- Support other members of the Finance team when required to complete tasks e.g. bookkeeping, audit, chasing late credit card submission or running x-ledger queries/reports
- Be prepared to undertake other adhoc work or projects as required.

Safeguarding & Child Protection

- Ensure the safety and welfare of all the young people and other users is at the forefront of all project operations and activities, including compliance with Greenhouse Safeguarding & Child Protection policies and procedures.

Health & Safety (H&S) and compliance

- Ensure compliance with H&S regulations and Greenhouse H&S policies and procedures.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.



Skills & Experience

Essential:

- Recognised professional qualification
- Working knowledge of Charity SORP, FRS 102 and the ability to read and apply relevant standards and guidance
- Advanced MS Excel skills (pivot tables, nested formula, error solving) and willing to undertake further training and development
- Proven track record of critical-thinking skills
- Enthusiastic, confident individual with a keen eye for detail
- Ability to communicate effectively with all financial and non-financial stakeholders
- Willing to work flexibly from time to time to meet key financial deadlines



Desirable:

- Experience of X-ledger
- Experience of PowerBi and PowerQuery

Personal Requirements:

- Passionate about GS and the work it does
- Able to work independently and autonomously
- Ability to multi-task and adapt to changing priorities and deadlines
- Strong team-working skills - energetic, enthusiastic and willing to get involved and help out with all duties required to fulfil the finance function of the organisation
- Good communication skills, both verbal and written
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Equality, Diversity & Inclusion

Workplaces that welcome diversity in age, ethnicity, gender identity, marital or civil partnership status, parental status, race, religion and belief, sexual orientation, physical or mental abilities are better and more innovative organisations and more representative of those we seek to help.

At Greenhouse we value diversity and we actively promote equality of opportunity throughout our charity to ensure that our people are treated fairly and equitably, in a way that is consistent with their potential skills and abilities. We take care that our employees are recruited, trained and promoted on the basis of reasonable and legal criteria.

Greenhouse has a Diversity Champion Committee whose role is to implement our inclusive vision and make recommendations to the senior management team and Trustee Board.

Our recruitment process could involve one or more interviews; a written or oral assessment; and the on-line completion of psychometric questionnaires. If you are invited to an interview and you have a physical or mental medical condition which could impact on your ability to participate in Greenhouse's recruitment process, please let us know before your interview by emailing the Manager who is recruiting for this position.



Interested?

Candidates wishing to apply should submit a CV and covering letter which full addresses the competencies outlines in the role description and person specification to Greenhouse Sports.



Greenhouse Sports
35 Cosway Street, London, NW1 5NS
T: 0208 600 9991 W: www.greenhousesports.org
Registered charity no: 1098744