



Application Pack

Please send completed application forms to:

mary@growingwell.co.uk

Please put "Finance Officer Application (your name)" in the subject title

Closing date for applications: midday (12.00) Friday 30th August 2019
Please return completed application packs to mary@growingwell.co.uk
Interviews w/c Monday 9th September

Please call Growing Well on 07903 013848 for further details.

Finance Officer 0.4FTE £22,000-24,000 pro rata. Flexible working hours option.

Growing Well

This is an exciting time for Growing Well as we have changed our legal status to become a registered charity. This means that we're changing our accounting practices in line with Charity Commission guidelines, and we're looking for an enthusiastic and experienced Finance Officer to support us through this process.

You will be working largely independently, to ensure that the Board and General Manager have the financial information they need to run the organisation effectively. This role would suit someone with an interest in charity accounting, as you'll become involved in financial reporting for grant funded projects.

Growing Well is a leading mental health charity, and provides a vocational, farm-based service to support recovery. We are a training centre and the largest producer of organic vegetables in Cumbria. We offer a supportive and friendly work environment.

Finance Officer - The Role

As Finance Officer you will play a critical role in supporting the organisation in maintaining financial procedures & systems, management accounts and record keeping. You will also assist the General Manager and other team members with occasional administrative tasks, e.g. preparation for Trustees meetings and information for grant applications.

Core responsibilities:

Reporting to the General Manager, the Finance Officer will:

- Ensure that Growing Well's bookkeeping (Sage) is accurate, complete and up to date, including income, expenditure, accounts receivable and accounts payable
- Perform monthly reconciliations of cash, bank, payroll and other balance sheet accounts to ensure accuracy in financial records
- Process payment of supplier invoices and employee expense claims ensuring accounting records are accurate and up to date
- Create and issue invoices to customers and follow up any queries or overdue payments
- Provide appropriate support for monthly payroll and pension processing and liaising with external payroll and pension provider
- Produce financial reports and management accounts
- Maintain filing systems, ensuring that records are suitable for audit purposes
- Work closely with management team to ensure effective oversight of programme finances
- Support General Manager in the preparation of annual budgets and grant reporting
- Support financial forecasting and updating monthly running costs for presentation to, and review, by the trustees
- Support the development of financial systems, procedures and guidelines across the organisation and regularly review procedures and practices
- Provide assistance to members of staff with regards to financial policies and procedures, and ensure that approved procedures are followed for purchases
- Undertake other various responsibilities as directed by line manager.

Knowledge, Experience & Competencies

- Minimum AAT qualified, or ACA/ACCA/CIMA part qualified or equivalent.
- At least 2 years demonstrable experience in a finance role, ideally in a charity environment
- Experience in working with computerised financial systems (ideally Sage)
- Experience of financial procedures, cash handling and cash security
- Experience of purchase ledger and accounts receivable procedures
- Excellent numerical and financial skills
- Excellent written and oral communication skills, with the ability to manage emails and telephone enquiries
- Experience of providing financial support/advice to non-finance staff
- Highly competent computer skills, in particular using Word, Excel, Email and financial database
- Ability to communicate effectively with non-financial staff and external suppliers
- Willingness and ability to learn and operate new systems and processes and assess their effectiveness
- Strong written and verbal communication
- Good IT skills including use of Microsoft Word, PowerPoint and Excel.

Personal qualities

- Outstanding organisation, prioritising and planning skills
- Excellent interpersonal skills with the ability to establish effective working relations with internal and external colleagues and stakeholders
- Able to follow instructions accurately, but make good judgments and lead when required
- Great attention to detail
- Reacts positively and promptly to changing situations and requirements.

What we offer:

£22,000 - 24,000 pro rata salary dependent on experience

Pension contribution

Flexible 15 hour (at least) working week, based at Low Sizergh Farm, Kendal



Application Form
Finance Officer

SURNAME (Mr/Mrs/Ms/Dr/Other)	FULL FORENAMES

Home Address:

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Email:

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Telephone No.

Home: Mobile:

What notice are you required to give your present employer?

Where did you see the vacancy advertised?

Growing Well is committed to the implementation of equal opportunities

EDUCATION

Give details of Secondary Schools, Universities or other educational establishments attended.

Name of Establishment	Town	Start date	Finish date	Full or part time

QUALIFICATIONS

Give details, including dates, of any Educational Certificates, Professional or other qualifications and training with the standard obtained.

Subject	Level	Date

REFEREES

Give the name, addresses and occupations of two responsible persons to whom you are not related and to whom reference can be made. One referee must be your present or most recent employer. Any job offer made will be subject to positive references.

Name:

Address:

Occupation:

Present/Recent Employer?

Name:

Address:

Occupation:

Present/Recent Employer?

PARTICULARS OF ALL EMPLOYMENT

These should be in date order. Please give details of any gaps in employment.

Name and Full Address of Employer	Start date	Finish date	Position held and Duties Undertaken	Grade or Salary

To assist us in our selection of a suitable candidate please outline the skills and abilities you can bring to this job (Please contain your answer in the box below, adding no extra sheets):

ADDITIONAL INFORMATION

Give details of any other information which you consider relevant to your application.

I declare that the information contained in this form is to the best of my knowledge correct.

Signature

Date

Thank you for taking the time to complete this form, all information it contains will be treated as strictly confidential.