

Job application pack

Dear applicant

Thank you for your interest in applying for a post at Bankside Opens Spaces Trust.
Please read the following instructions carefully in order to apply for the vacancy.

How to Apply:

With reference to the Job Description and Person Specification below, please send the following by email to sarah@bost.org.uk:

1. An up-to-date CV
2. A supporting statement of no longer than two pages demonstrating how your experience covers the Essential and Desirable criteria in the person specification below.

Please set out your statement using the headings in the Person Specification under which you explain how you meet the criteria.

3. Details of two referees (we will not contact these before interview).
4. Any further relevant details or evidence.

Deadline: Wednesday 13th March at 5pm

Job Description

Title: Finance and Administration Assistant

Salary: Starting at NJC Scale 26 (£26,871 pro rata) including London Weighting + employers pension contribution @ 3.5%

Hours of work: 4 or 5 days per week

Location Based at BOST Ecohouse offices at Red Cross Garden, 50 Redcross Way London SE1 1HA

Annual leave entitlement: 25 days pro rata plus bank holidays

Probation period: 3 months

Responsible to: Director of Operations

Background to post

Bankside Open Spaces Trust is an award winning charity, working to bring people together to develop, create and manage inspiring green places in central London. Bankside Open Spaces Trust's work is focused around the twin aims of creating a high quality open-space network and a vibrant healthy community, which includes managing local parks and supporting council management. The charity's mission is to protect, improve, manage and maintain green spaces by involving local people in order to improve mental and physical health and wellbeing.

Overview of post

The purpose of the post is to support the finance function in a small but busy central London charity. The successful candidate will be at least part-qualified and able to demonstrate significant relevant work experience. Bankside Open Spaces Trust is looking for someone who has double-entry skills, along with theoretical and practical knowledge of accounting terms and concepts. Excel and computerised accounting skills, with high-level attention to detail, as well as excellent written and verbal communication skills are also key to success in this role. Experience and knowledge of charity finances will be an added benefit. The post holder will also be required to support our office management function including minute taking at trustee meetings.

Tasks and Responsibilities

Finance

The post holder will lead on the following duties:

- Book-keeping – entering income and expenditure into agreed categories across multiple funders on QuickBooks system including journal entries.
- Preparing payments for management sign off.
- Invoicing agreed expenditure.
- Preparing pension payments.
- Cash management & processing.

- Processing and filing VAT returns.
- Intercompany transactions.
- Bank reconciliations.
- Maintaining the company's fixed asset register
- Filing and appropriate storage of company finance records.
- Liaising with Finance Manager on Purchase and Sales Ledger control.
- Producing reports for management accounts and external funders
- Supporting the Finance Manager in the preparation of the annual external audit of accounts.
- Contributing to the preparation and ongoing review of individual project budgets
- Other financial administration duties as expected in a charity and ltd company.

Office Assistance and Administration

To work with the line manager to better manage the Bankside Open Spaces Trust office including

- Supporting general administration
- Ordering and storing office supplies
- Liaising with staff to ensure computers, photocopiers and other equipment operate smoothly
- Supporting organisation of company files, both paper and computer.
- Taking minutes at bi-monthly trustee meetings
- Working with other staff to ensure the offices are kept clean and accessible
- Responding to phone calls, emails and requests for information, responding, or passing these on to staff or volunteers where appropriate.

Staffing and Communication

- Attend staff meetings where practical, to contribute to and participate in decision making.
- Attend and support Bankside Open Spaces Trust AGMs and other major events and celebrations if able, these may be held in the evenings or at weekends for which time off in lieu will be given.

Policies and Practice

- To work within the bounds of Bankside Open Spaces Trust policies, including Health and Safety and Equal opportunities.

Other

After an initial period of training, to at times work alone in our office. To develop responsibility to be a key holder and either open or lock up the office when needed.

Person Specification

We will use this to assess applications for the post – please give us additional information where your CV is not clear on these points.

Essential

- A bookkeeping or other relevant qualification (AAT, ACCA, CIMA), part-qualified or QBE (Qualified by Experience)
- Experience of book-keeping with good knowledge of standard book-keeping process and procedures.
- Experience of purchase and sales ledger
- Excellent financial literacy including good understanding of number and basic maths.
- Experience of preparing reports from financial records.
- Accurate data entry and attention to detail.
- Experience of preparing VAT returns.
- Excellent written and oral English language skills
- Highly organised, responsible, efficient, calm.
- Knowledge of computerised accounting systems preferably QuickBooks.
- Knowledge of Microsoft Office suite, in particular use of Excel software
- Excellent Communication skills, including by email, phone, on paper, and in person.
- Ability to work under own initiative and manage own workload within instructions and priorities given
- Experience of working in a charity or other not-for-profit organisation
- Commitment to equal opportunities.

Desirable

- Experience of preparing management accounts and for year-end accounting processes
- Working with intercompany accounting
- Experience of managing grant based finance within a charity.
- Experience of the practicalities of working within a small organisation.
- Experience of budget management
- Interest in, and sympathy for environmental projects, volunteering or gardening