

# Fairfield Environment Trust

## Finance Officer

### Job Description



**Hours:** 5 days a week (37.5 hours a week)

**Days:** Exact days worked may be flexible, we will require you to work some weekends

**Length of Contract:** Permanent

**Probationary Period:** 6 months

**Salary:** Between £18,768 and £20,465 (gross) salary p/a depending on experience

**Pension:** 5% employer contribution

**Responsible to:**

Chris Walsh and the Trustees of Fairfield Environment Trust

**Role:**

**Fairfield Environment Trust (FET) is about to enter a new and exciting phase of development. Earlier this year our trading arm (Fairfield Recycling) won a new recycling contract that has seen us grow significantly. We have also completed a series of mergers and now our family of organisations includes activities as diverse as farming and building management.**

**With an increased workforce has come additional responsibilities and the resources to enable us to become one of Greater Manchester's most impactful environmental charities. We are therefore seeking an individual to join a growing, youthful and dynamic team who are taking on the mantle of our retiring founders, offering a unique job opportunity to shape and grow our businesses and charitable work over the next decade.**

The full-time FET Finance Officer will be responsible for the day-to-day financial management of the Fairfield Group which includes a charity and a number of social enterprises, working along side and supported by our part-time Finance Manager.

As well as being supported by our Finance Manager, you will work alongside Fairfield Recycling's Business Development Manager, FET's HR Officer (who we are recruiting for at the same time) and key staff at the Kindling Trust & Bridge 5 Mill.

Over time it is envisioned that this post will evolve into a more senior one and you will take on the responsibilities of our Finance Manager who will be retiring in a few years time. Training and on-the-job learning will be a key part of this post in the first six months.

Your responsibilities will include: Financial Controls & Reporting; Book Keeping; Payroll; recording Social Impacts and Key Performance Indicators; helping with Business Risk Management and Compliance of various regulations.

The post is based at both New Smithfield Market and Bridge 5 Mill, both in East Manchester and easily accessible by public transport.

Tasks will be determined by a mutually agreed annual action plan, but your main duties are stated below.

## **Main Duties:**

### **Financial Controls & Reporting:**

- Monthly financial reports to directors and attending Directors meetings.
- Budgeting and cashflow forecasts.
- Financial projections and modelling.
- Providing information for funding bids & working on financial sections of grant applications.
- Regular financial management meetings with senior staff.
- Development and refinement of collective financial systems.
- Preparing for annual accounts and co-ordinating with the accountant.

### **Book Keeping:**

- Point of sale and engagement with customers, to record materials throughputs.
- Day to day finances and management of the books for each organisation via QuickBooks.
- Making payments to suppliers and invoicing customers.
- Working with staff to manage project budgets, pay expenses claims etc.
- Support the purchase of vehicles, machinery and other large capital items.
- Claims to funders & investors and helping with reporting.
- Manage bad debt.
- Managing our bank accounts and carry out bank reconciliation (including Go Cardless, Paypal etc.)
- Petty cash system and cash handling.

### **HR Records and Payroll:**

- Work alongside our HR Officer to keep records of attendance records, overtime, holiday, time of in lieu, leave of absence etc.
- Support our payroll provider to ensure timely and accurate monthly wages.

### **Social Impacts & Key Performance Indicators:**

- Recording and reporting on a set number of indicators (e.g. compost sales, etc.).
- Working with Kindling Trust staff members to produce an annual Social Impact Report.
- Work with senior staff on an annual business risk register.

### **Compliance:**

Keeping abreast of any requirements and deadlines for the following:

- VAT returns and Inland Revenue.
- Companies House/Financial Conduct Authority/The Charity Commission.
- Insurance.
- Funders and Investors.

### **Other.**

- Implementing any finance related actions and co-ordinating with the relevant member of staff to insure other non-finance related actions are completed to meet requirements.
- Perform day-to-day tasks as required to keep the company functioning on a daily basis.

We are looking for someone with the following skills, experience and attributes.

Person Specification:	Essential:	Desirable:
<p><b>General.</b></p> <p>Planning and Organising:</p> <p>Team working:</p> <p>Excellent Communication and Interaction Skills:</p> <p>Strong Analytical skills and Decision Making:</p> <p>Problem Solving and Issue Resolution:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	<p>☼</p>
<p><b>Finance.</b></p> <p>Strong attention to detail:</p> <p>Appropriate Accounting Qualifications:</p> <p>Experience of using accounting software QuickBooks (or similar):</p>	<p>☼</p> <p>☼</p> <p>☼</p>	
<p><b>Competence, Skills and Knowledge.</b></p> <p>Good grasp of prioritising tasks and planning:</p> <p>Willingness and flexibility to undertake any relevant training required:</p> <p>Good administration and communication skills with the ability to deal with people from a variety of backgrounds:</p> <p>Relevant ICT &amp; database skills and experience:</p> <p>Experience &amp; understanding of supporting volunteers:</p> <p>Full driving licence:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	<p>☼</p> <p>☼</p>
<p><b>Personal.</b></p> <p>Awareness and understanding of the challenges within the social enterprise sector:</p> <p>Enthusiasm and dedication to sustainable waste management and sustainable food issues:</p> <p>Drive and enthusiasm to meet set objectives. A high degree of personal motivation and initiative and the ability to work under pressure:</p> <p>Be able to learn on the job, and respond to possibilities and potential opportunities:</p>	<p>☼</p> <p>☼</p>	<p>☼</p> <p>☼</p>

Closing date for applications: **Midnight on Sunday 25<sup>th</sup> February.**

Interviews will take place on: **Monday 5<sup>th</sup> March & Tuesday 6<sup>th</sup> March.**