

<b>Job Title:</b>	<b>Finance &amp; Admin Manager</b>
<b>Employer:</b>	<b>Arun &amp; Rother Rivers Trust (ARRT)</b>
<b>Reports to:</b>	<b>Trust Manager</b>
<b>Salary:</b>	<b>Grade 4 – From £31,867 FTE (pro rata for part-time)</b> <b>Annual Leave – 25 days + Bank Holidays (pro rata for part-time)</b>
<b>Hours:</b>	<b>Part Time (0.4 FTE) 15 hours per week</b>
<b>Contract:</b>	<b>PAYE 18 months fixed-term contract</b>
<b>Location:</b>	<b>Working across the Arun &amp; Western Streams Catchment &amp; where ARRT business is conducted that is within reasonable distance of the ARRT catchment.</b>
<b>Base:</b>	<b>Hybrid Working (Home &amp; Office)</b>

Are you a dynamic and motivated individual with a strong background in finance, looking for your next challenge? Do you have commitment and a flair for hands on accounting and wish to work for an ambitious local charity? This could be the role for you.

#### **Purpose of the job:**

This role will support the growth and success of ARRT by ensuring the effective and efficient use of financial resources and systems and undertaking robust reporting and analysis. The Finance & Admin Manager will also have responsibility for administration within ARRT, including support to the Trustees and Trust Manager, ensuring compliance in charity requirements and good governance.

#### **Principal Responsibilities:**

- Ensure the finances of ARRT are controlled and managed efficiently meeting all legal requirements and standards of good practice in the charity sector.
- Work with the ARRT Trust Manager to ensure the organisation meets legislative and charity requirements, including health and safety legislation and insurance.
- Continually monitor performance against budget, investigate variances to ensure delivery of our operation within agreed budgets.
- Work closely with the Finance & Administration (F&A) Committee of Trustees, Trust Manager and other financial specialists to review budgets, revenue growth, risks and profitability.
- Work with the Trust Manager to report on how ARRT is functioning and whether the implemented processes and policies are working or need changes.
- Assist with the preparation of bids for funding and any project statements required by funding bodies.

- Oversee the payroll and the production of salary, tax and pension payments and ensure that payments are accurate and appropriately authorised and recorded.
- Perform administrative duties as required to support the Trust Manager, Trustees, and other staff.
- Prepare regular reports to the Board of trustees and participate in Board meetings.
- Ensure that ARRT has the adequate and suitable resources to complete its activities (e.g., people, material, equipment etc.)
- Organise and coordinate operations in ways that ensure maximum productivity & efficiency.
- With the Trust Manager, Project Manager and Trustees design and implement business plans and strategies to promote the attainment of ARRTs aims.
- To oversee online donation streams.
- To carry out any other duties in line with the role as required by the Trust Manager and Trustees.

#### **Teamwork**

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of ARRT.
- Contribute to and/or lead on team meetings, training and/or committees internally or externally.
- Contribute to the development of new systems and procedures.
- Work with Trustees & ARRT Staff to sustain and strengthen an inclusive, supportive, caring working environment.

#### **Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, ARRT reserves the right to update your job profile to reflect changes in, or to, your position.

#### **Equality, Diversity & Inclusivity**

Take responsibility for upholding and complying with ARRT's Equality, Diversity, and Inclusivity policies (to be drafted if required?) and for behaving in ways that are consistent with fair and equal treatment for all.

ARRT believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. ARRT is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

#### **Health and Safety**

Take responsibility for ensuring that workplace responsibilities within ARRT are carried out with full regard to, and in support of, ARRT's Health and Safety policies.

### **Sustainability and Environment**

ARRT actively seeks to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support ARRTs Environment Policy.

### **Data Protection**

You will be responsible for ensuring that your workplace activities for ARRT, are carried out in compliance with the requirements of the Data Protection legislation especially concerning confidentiality, treatment of personal information and records management.

### **Right to Work**

The current British and European Law states that the ARRT cannot employ a person who does not have permission to live and work in the UK. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

### **Disclosure Service Certification from the Disclosure and Barring Service**

ARRT staff may be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS).

Further information about the Disclosure and Barring Service is available from the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Attributes and Person Specification:**

	<b>Desirable</b>	<b>Other Considerations</b>
<b>Knowledge and Qualifications</b>	Knowledge of accounting and regulatory framework and statutory and non-statutory reporting requirements for charities	Formal training in accrual accounting, financial principles, systems and procedures
<b>Skills</b>	<p>Skilled in use of computerised financial accounting systems and spreadsheets (including QuickBooks and Excel)</p> <p>Excellent analytical skills and success in working accurately to tight deadlines</p> <p>Interpersonal and communication skills to present complex issues lucidly to Trustees and other staff, to achieve</p>	

	smooth and well-informed decision-making	
<b>Experience</b>	<p>A minimum of 3 years of finance management experience including establishing and managing financial policies, procedures and systems</p> <p>Experience in payroll administration</p> <p>Experience of producing detailed financial and management reports to highlight the current position and future risks</p> <p>Proven ability to work in a team across the organisation</p>	<p>Proven ability to cope with the financial management of a growing organisation</p> <p>Experience of managing relationships with professional advisers or contractors</p> <p>Experience in working directly with Senior Leadership Teams and external Accountants</p> <p>Experience of working in the charity sector</p>
<b>Personal attributes</b>	<p>Reliability and integrity, together with an enthusiastic and positive attitude</p> <p>Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect</p>	