

Friends of the Earth – Job Description

Job title	Financial Accountant
Reporting to	Director of Finance and Operations
Team	Finance and Operations
Contract type	Permanent
Location	Flexible
Peer Manager of	Finance Business Partner, Senior Finance Officer

Purpose of the role

We are looking for a Financial Accountant, whose primary responsibility will be to ensure the financial accounting elements of our organisation are robust. This means ensuring we have an efficient annual audit process and completion of the statutory accounts built upon an accurate balance sheet throughout the year.

This role also is responsible for regulatory compliance and accuracy of VAT, Corporation Tax and Regulatory returns.

We have a strong finance team, especially for the day-to-day processing, management accounts and budgeting. This role will collaborate with and add to the skill sets across the team.

We would expect the post-holder to work with team colleagues or lead on team projects, depending upon the nature of the project.

We need someone who is a qualified accountant with strong technical accounting skills. They will be good collaborators within the team and across the organisation, building effective relationships.

This role will support the Director of Finance and Operations in ensuring that Friends of the Earth is financially sustainable, financially astute and compliant with all relevant statutory obligations and best practice.

Whilst this role is a part-time role we would ask for some flexibility and additional working around the audit period. Our year end is end of June and on-site audit work normally happens last two weeks of August and during September.

Key Responsibilities and Tasks

Financial Management, Reporting and Compliance

- Lead the annual audit process to completion, ensuring team collaboration and liaising with auditors for all entities
- Ensure we have a reconciled monthly balance sheet
- Ensure we have a robust cash flow forecast.
- Ensure a strong, documented financial control framework across the organisation, which enables the agile working of the organisation
- Ensure thorough understanding of and oversee compliance with all statutory reporting requirements. This includes completion and filing of statutory accounts, VAT, Corporation Tax and other returns
- Advise the Director of Finance and Operations on the financial and taxation risks and opportunities of proposed strategic initiatives
- Lead on streamlining of finance systems and processes within the financial accounting sphere
- Production of Board papers for the Governance Committees which ensure confidence
- Ensuring we have appropriate insurance coverage

Ways of Working

- Working horizontally, diagonally and vertically across the organisation, ensuring that staff processes are collaborative and open to innovation.
- Building relationships, sharing expertise and perspectives across the wider Friends of the Earth family.
- Build and maintain proactive, supportive and effective communication and relationships both within finance and the wider organisation.
- Build and maintain positive relationships with the Senior Leadership Team and Board
- Ensure effective communication and coordination between finance team and the wider organisation
- Build and maintain effective relationships with auditors, bankers and other advisers as appropriate.

Person specification

Essential

- A Chartered Accountant with post qualification experience
- Experience of VAT and tax in complex environments
- Experience of recommending, developing and implementing financial control frameworks
- Experience of preparing statutory accounts and annual reports; and leading audits through to completion
- Excellent written communication skills, including experience in preparing documents for non-financial audiences and senior audiences
- Experience of reviewing financial information systems and recommending improvements
- Foster a collaborative and empowering approach to work

Desirable:

- Experience in working in a campaigning organisation which have complex dual charity structure.
- Project Management experience.
- Commitment to the vision and values of Friends of the Earth.
- Experience in implementation of new finance systems.

Date approved	October 2021
Date reviewed	October 2021

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder, it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.