

Friends of the Earth – Job Description

Job title	Financial Accountant
Reporting to	Director of Finance and Operations
Team	Finance and operations
Career stage	Grade C
Contract	Permanent
Location	London based or able to regularly commute to London
Line management	Financial Accounting team of 4 people

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 the role holder maintaining an accurate balance sheet throughout the year.

Overall responsible for day-to-day accounting operations including purchase and sales ledger, expenses, credit card and bank payments, as well as month end financial accounting processes.

This role will take a key responsibility for regulatory compliance and accuracy of VAT, Corporation Tax and Regulatory returns and ensure financial policies, processes and procedures are kept up to date.

Key responsibilities and tasks

- Lead the annual audit process to completion, ensuring team collaboration and liaising with auditors for all entities.
- Lead on statutory returns including completion and filing of statutory accounts, VAT, Corporation Tax, Gift Aid, PAYE and other returns. Keep abreast of changes in legislation as well as internal aspects, in particular those which have a VAT effect.
- Responsibility along with Finance Business Partner and Finance Manager for the month end accounts focussing on balance sheet reconciliations.
- Co-leadership along with Finance Business Partner of the Finance team. Overall management responsibility for team members processing day-to-day accounting operations.
- Ensure we have a robust cash flow forecast as well as being responsible for treasury management (bank administration, mandates, signatories).
- Maintain the integrity of the fixed asset register, including additions and disposals, working with the assistant accountant to ensure this is maintained.
- Review monthly payroll runs, together with the HR department.
- Lead on compliance work for the General Election workstream (ad hoc).
- Jointly with the Senior Finance team ensure the organisation has robust procurement procedures and that organisational expenditure represents

good value for money, including a continuous review and optimization of irrecoverable VAT.

- Ensure a strong, documented financial control framework across the organisation, which enables the agile working of the organisation.
- Advise the Director of Finance & Fundraising team members on the financial and taxation risks and opportunities of proposed strategic initiatives.
- Assist on streamlining of finance systems and processes within the financial accounting sphere.
- Assist the Finance Manager to ensure that the new CRM is embedded.
- Ensure 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.
- 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. including active participation in the 'Heads and Leads' group.
- Build and maintain effective relationships with auditors, bankers and other advisers as appropriate.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential:

- Qualified accountant with post qualification experience.
- A strong financial accounting background, with up-to-date knowledge and use of accounting standards, Charity SORP and accounts preparation.
- Experience of preparing statutory accounts and annual reports; and leading audits through to completion.
- Experience of VAT and tax in complex environments
- Experience of recommending, developing and implementing financial control frameworks.
- Strong communication skills; able to communicate complex financial matters to senior management and all staff.
- Foster a collaborative and empowering approach to work.
- Advanced Excel skills.

Desirable:

- Experience of working within a complex Fundraising operation, including in-depth knowledge of gift aid.
- Experience in implementation of new finance systems.

Our Values

Ability to demonstrate understanding and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends; at the heart of our work.

Accountability – We hold ourselves and others to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	November 2024
Date reviewed	November 2024

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.