

Finance Officer

Job Description and Person Specification

Purpose of the role

The Green Party of England and Wales (GPEW) is currently looking to recruit a Finance Officer to join a small Finance team reporting directly to the Finance and Compliance Manager.

Along with being responsible for the day to day processing of supplier invoices and payments, bank reconciliations and the reconciliation and recording of membership and other income, you must also possess experience in relevant accounting packages, be adept with Excel, have a working knowledge and understanding of databases, have an affinity with the Party and a desire to drive the organisation forward.

Candidates will ideally be AAT qualified or part qualified CIMA or ACCA, or show an in depth knowledge and understanding of all finance duties and responsibilities with the experience to match.

Salary: £22,950 – 25,845 FTE (points 6-12 on GPEW pay scale)

£21,694 – 24,460 pro rata

Hours: Full time (35 hours) or part time (28 hours)

Job type: Permanent

Location: GPEW Head Office, London

Line manager: Finance & Compliance Manager

Line management responsibilities: Not applicable

Application process:

Applications to be submitted by 12:00pm midday on Friday 27 April 2018 and interviews to be held the week commencing 30 April. Please email your completed application form (found on www.greenparty.org.uk/jobs) to recruitment@greenparty.org.uk

Principle Roles and Responsibilities

Accounts

1. Payment of invoices and expenses
2. Ensure all income and expenditure items are stored in relevant electronic systems
3. Completion of bank, petty cash and income control account reconciliations
4. Ensure the proper and accurate processing and recording of all financial transactions within the timescale agreed with your line manager.

Audits and reporting

1. Assist in the production of financial reports for your line manager

2. Complete and deliver reports for the Electoral Commission as a regulatory body
3. Ensure compliance in the production and submission of reports as required by your line manager and the Electoral Commission under the Political Parties, Elections and Referendums Act (PPERA).
4. Assist in the annual audit preparation
5. Support with the information required to produce monthly management accounts

Customer service and support

1. Assist the Finance manager to streamline accounting methods to minimise costs of auditing and reporting.
2. Provide Regional and Local Party treasurers guidance and advice where needed
3. Shared responsibility for maintaining the physical security of the office and the security of the IT systems including Data Protection

Person Specification

Attribute		Essential/desirable
Experience	Has worked in a finance or administration role for a membership of campaigning organisation	Desirable
Qualifications	AAT qualified or CIMA/ACCA part-qualified	Desirable
Skills/abilities	Excellent communication skills	Essential
	Excellent attention to detail and accuracy	Essential
	Willing and able to take management instruction	Essential
	Ability to prioritise own workload and use initiative	Essential
	Use of email and MS Office (or an open source equivalent)	Essential
	Use of CRM database and accounting software	Essential
	Strong Excel skills	Desirable
Knowledge	Understanding of Green Party organisation at local, regional and national level	Essential
	Familiarity with relevant campaigns issues and organisations	Desirable
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to occasionally work unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
4. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator
13. This job description may be periodically reviewed in consultation with the post holder.

