



**FRIENDS OF WESTONBIRT ARBORETUM**

**FINANCE OFFICER RECRUITMENT PACK**



## **The organisation**

### **History**

As the National Arboretum; Westonbirt is one of the UK's finest tree collections and one of the world's most important arboreta. It is also one of the most popular attractions in Gloucestershire and the Cotswolds, attracting over 500,000 visitors each year.

The arboretum was planned from the 1850s onwards by Robert Holford, whose family owned the large estate centred on Westonbirt House. Using a family fortune, based on the supply of water to London, Holford financed and oversaw a huge planting programme, which hinged on the work of some of the Victorian age's leading botanists. He had the arboretum landscaped in the "picturesque" style made popular by the eminent garden creator William Gilpin.

Robert's son Sir George Holford took over the arboretum project and much of the collection as it exists today is due to his vigour in pursuing the project. In 1956, the arboretum was bequeathed to the Forestry Commission who has continued to improve and expand on the work of the family.

The arboretum and Downs landscape is designated a Grade I Registered Park and Garden by English Heritage.

### **Friends of Westonbirt Arboretum**

In 1985, a small group of enthusiasts, who saw the need to work with the Forestry Commission to preserve, enhance and enlarge this unique landscape, met for the first time. This group became the Friends of Westonbirt Arboretum (FOWA), a registered charity.

Today we employ nine staff and serve over 30,000 members, many hundreds of whom volunteer at the arboretum – all helping to maintain the 600 acre site, with its 16,000 individual trees and shrubs. We work closely in partnership with the Forestry Commission to ensure the continued success of the National Arboretum at Westonbirt and to safeguard it as a resource for the future. FOWA does this by engaging, informing and increasing our membership, and also by giving financial and practical support to the management and development of the arboretum.

More information about the National Arboretum and FOWA can be found at [www.fowa.org.uk](http://www.fowa.org.uk) including our governing document, details of trustees, our work and the arboretum itself. See also the Forestry Commission site at [www.forestry.gov.uk/westonbirt](http://www.forestry.gov.uk/westonbirt).

## Vacancy

### FINANCE OFFICER

Part time salary	- £14,760 - £18,044 per annum depending on experience (full time equivalent £20,666 to £25,261 per annum)
Location	- Westonbirt, Tetbury, Gloucestershire
Permanent / Part time	- 25 hours per week worked over 4 or 5 days
Benefits	- generous Pension, 25 days' holiday plus Bank Holidays

### Job description summary

The Finance Officer has overall responsibility for accurately maintaining all the financial records of the Friends of Westonbirt Arboretum charity (FOWA) and has a key role in providing accurate financial information, back-up and support to all of FOWA's staff.

The Finance Officer will provide a comprehensive financial service to the charity working closely with the Business Manager and supported by the Finance Trustee ensuring that the charity's critical deadlines are met.

Working within the FOWA team, the role will require close liaison with colleagues to ensure financial administration across the charity is efficient and effective and that budget holders are supported.

Confidentiality across all areas of this role is required as the incumbent will have access to both personal (FOWA staff and Trustees) and commercial information.

In addition, the job holder will provide a point of contact to any visitor to the Great Oak Hall in the absence of colleagues or volunteers and give information on both the Arboretum and FOWA. Good working relationships should be established with the Trustees, Supporters, Volunteers, Forestry Commission staff and all business contacts.

### Key responsibility

The accurate and cost effective maintenance of the Charity's financial records including the operation of Sage 50 accounts and Excel spreadsheets.

### Key work area: Income

- Ensure cash handling within the business remains secure and follows FOWA's financial procedures.
- Accurately account for membership subscriptions and all other income to the charity.
- Record all income in Sage 50 accounts and reconcile to bank statements.
- Manage credit control activity and bad debts with the exception of membership subscriptions.

**Key work area: Payments**

Conduct the monthly payments processes on a timely basis ensuring that payment details are correct and authorisation levels are complied with.

- Check volunteer expense claim forms are fully completed and accurate.
- Reconcile the purchase ledger with supplier statements ensuring that differences are resolved.
- On a monthly basis, check supplier payment details and highlight any changes.
- Ensure monthly employee salary payments (prepared by agency) are processed correctly.
- Process cheque requisitions.
- Record in Sage 50 accounts all petty cash transactions and reconcile monthly, the petty cash balance.
- Record all payments in Sage 50 accounts and reconcile to bank statements.
- Liaise with FOWA and Forestry Commission (FC) staff as required with respect to FC grant payments.
- Prepare and arrange for monthly signing of cheques, direct debit payment sheets and associated payments paperwork for staff and suppliers.
- Ensure all payments are made with the appropriate approvals.
- Record in Sage 50 accounts payroll costs and promptly pay all the payroll liabilities to HMRC – Tax, NIC (Employers and Employees) each month.
- Manage pension payments as instructed by the Business Manager – on a monthly basis upload employee pension submissions to Scottish Widows.

**Key work area: Cash Management**

- Early in the month (taking account of upcoming payments including direct debits), ensure funds are transferred to the appropriate account to support the monthly payments.
- Carry out all day to day banking or ensure that this is covered by other staff.
- On a monthly basis, review cash flow and forecasts and report.
- Reconcile the bank balances as recorded in Sage 50 accounts to bank statements.
- Ensure that all online banking processes are conducted with financial security in mind.
- Assist the Business Manager in the management of banking relationships, mandates and permissions.
- Regularly review facilities and rates, and make recommendations.

**Key work area: Investment Management**

- With Business Manager, prepare for quarterly interrogation by the Finance and Risk Panel of all of the Trust's investments.

**Key work area: Monthly and annual accounts including finance procedures**

- Prepare monthly accounts on Sage 50 accounts, to include posting monthly prepayments, accruals, depreciation and other month end accounting adjustments.
- Prepare schedules which provide reconciliation at each month end of the balances on the balance sheet accounts in Sage 50 accounts.
- Maintain the charity's fixed asset register.

- On a monthly basis, reconcile the income reported by the thankQ software (membership and fundraising) with both Sage 50 accounts and the bank statements.
- Review, with the Business Manager, the monthly accounts with comparisons to prior year and to budget.
- With the Business Manager, continually review finance procedures to ensure they remain effective and relevant.
- Prepare papers for audit process and with Business Manager, manage the audit process.
- Ensure there is a robust and clearly labelled filing system for all finance papers for both work in progress and completed tasks.
- Ensure backup of data continues to operate within Finance Office procedures.

**Key work area: Regulatory Reporting**

- Prepare and file statutory reports required by the appropriate regulatory eg VAT returns, PAYE/NI returns.

**Key work area: Budgets**

- Assist Business Manager with preparation of annual budget process.
- Following budget approval ensure accurate recording of budgets to Sage 50 accounts.

**Key work area: Software**

- Process all accounting functions through Sage 50 accounts and ensure software is maintained up to date and continues to function effectively.
- Ensure the security and data integrity of the Sage 50 accounts system.

**Key work area: Confidentiality/Security**

- The Finance Officer is responsible for ensuring that all financial work is conducted with absolute confidentiality.
- All tasks should be conducted with consideration to security of the charity funds and business information.

**Other duties**

- Provide cover for absent colleagues where appropriate.
- Carry out other reasonable tasks as directed by FOWA and FC management.
- Carry out all tasks with reasonable consideration for the health and safety of colleagues and visitors.
- Carry out all tasks in a courteous manner and effectively.
- At all times uphold the values of FOWA and behave in such a way as not to bring the organisation into disrepute.

## Person Specification

<b>Skills</b>	Essential (not in priority order)
	<ul style="list-style-type: none"> <li>• first class numeracy and bookkeeping skills and experience</li> <li>• experience in operating Sage 50 accounts to trial balance stage, including a good working knowledge of the bank module, sales ledger, purchase ledger and nominal ledger</li> <li>• experience in the operation of Excel and the use of spreadsheets as a means of recording financial information</li> <li>• a systematic and orderly approach to your work</li> <li>• attention to detail and the ability to process data reliably and accurately, maintain accurate financial records and hence provide sound financial information</li> <li>• relevant experience in preparing and filing Inland Revenue returns such as VAT, PAYE/NI</li> <li>• the ability to work alone and as part of a team, meet deadlines and use initiative</li> <li>• good communication skills in person, on the telephone, by email, letter and in reports</li> <li>• a readiness to work and behave in accordance with the charity's policies and relevant legislation</li> <li>• the availability to work flexibly</li> </ul>
	Desirable (not in priority order)
	<ul style="list-style-type: none"> <li>• experience of producing, or capacity to learn to produce, reports from other software used at the charity, in particular the membership CRM system, ThankQ</li> <li>• experience of the charity sector</li> <li>• experience of working with volunteers</li> <li>• the ability to present financial information to non-financial people</li> <li>• experience of identifying and recording voluntary income as restricted or unrestricted</li> </ul>
<b>Personal Qualities</b>	Essential (not in priority order)
	<ul style="list-style-type: none"> <li>• commitment to the charity's work and confidential nature of the role</li> <li>• initiative and self-motivation</li> <li>• good humoured enthusiasm, commitment and tact, commitment to</li> </ul>

	<p>establishing and maintaining good working relations with staff colleagues, Trustees, volunteers, funders and service providers</p> <ul style="list-style-type: none"><li>• The ability to work within a small and skilled team</li><li>• Administratively self-supporting</li></ul>
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### How to apply

Our website [www.fowa.org.uk](http://www.fowa.org.uk) details all information and documentation regarding the post. If you wish to apply for this role please complete:

- The application form
- A full CV (including educational and professional qualifications, a full employment history showing positions held, responsibilities, relevant achievements)
- Details of your latest remuneration and benefits
- The Equality & Diversity Monitoring Form

And send to Ms L Butcher – Business Support at [lornabutcher@fowa.org.uk](mailto:lornabutcher@fowa.org.uk)

All applications and communication will be treated as confidential.

Those invited to interview will be asked to conduct a short bookkeeping test.

Mrs J Dalton – Business Manager 1 February 2018

Friends of Westonbirt Arboretum, Westonbirt The National Arboretum, Tetbury GL8 8QS

Registered Charity number 293190