



Job Description

Job title	Finance Manager
Duration of post	Permanent
Working hours	0.6 FTE; 22.5 hours a week
Responsible to	You will be line managed by the CEO
Location	Home working with occasional travel into the London office (currently based in Tottenham N15)
Salary	£30,000 pro rata plus 5% employer pension contribution

About The Orchard Project

If you are an AAT qualified accountant or financial manager looking to give something back, this is a brilliant opportunity to support the success of a charity that connects communities and creates local greenspaces.

The Orchard Project is the national charity for community orchards. Our vision is that everyone, in cities across the UK, is within easy reach of a thriving community orchard. Our mission is to bring orchards into the heart of urban communities.

Orchards were once a significant part of the UK's natural environment, but many have been lost to urban development. We want to remedy this, and bring the magic of orchards into cities and areas of urban deprivation, where the environmental and social benefits of greenspace and community growing can make such a big difference.

We inspire and train communities across England, Scotland and Wales to create, restore and maintain community orchards for the benefit of people, communities and the environment. We have been around since 2009, supporting about 600 community orchards in our time.

We provide ongoing support for groups as well as running accredited training programmes in orchard management and forest gardening. Our project work is varied and we work in a range of settings including prisons, schools and in the diverse communities that we serve.

Our total annual income is around £600k, and we have a staff team of 18 people.

See our [website](#) and latest [impact report](#) to find out more.

Staff benefits

We offer a range of staff benefits, including:

- Holiday allowance of 23 days FTE with flexible bank holiday usage and additional days off between Christmas and New Year
- Time off in lieu for additional hours worked outside of standard working days
- Flexibility around working days and hours, and the option to work from home
- Training and personal development opportunities
- Employer pension contribution of 5% of salary
- A wellbeing budget of £25 per month to support your individual wellbeing expenses e.g. fitness classes or gym membership.

At The Orchard Project you'll find a committed, friendly and supportive team where staff wellbeing is valued and prioritised. All staff take part in away days to build the team and take part in strategic planning.

Main purpose of the role

The Finance Manager will provide financial administrative, accounting and bookkeeping support to ensure the smooth financial running of The Orchard Project. They will produce regular management accounts, coordinate the preparation of the statutory accounts, lead on charity budgeting and forecasting, produce financial documents for funders, and report to the Finance & Compliance Committee (a sub-committee of the Board).

The organisation is split between two entities, the charity (The Orchard Project Cause Ltd) and its trading arm (The Orchard Project Ventures Ltd). The post holder will be responsible for managing the finances of both, and for reporting the financial transactions and position to managers and trustees.

Key duties

1. Bookkeeping and finance

Management Accounts, Budgets, Cash Flow and Reports:

- Produce regular, timely quarterly management accounts, pulled from the finance system (QuickBooks), adjusted as necessary, with analysis, for both entities, according to our schedules, including:
 - Income and expenditure statement with budget variance
 - Original and re-forecast annual budget, with re-forecast prepared in close liaison with the CEO and wider Senior Management Team
 - Cash flow statements.

Setting up Payment and Income, including:

- Set up fortnightly payment of supplier invoices
- Process income for both entities
- Deal with day-to-day routine queries.

Bookkeeping, Monthly Reporting, Financial Admin, including:

- Maintain and update QuickBooks accounting software for the Charity (using the SORP framework) and Ventures accounts (the latter is registered for VAT)
- Support maintenance of the Chart of Accounts
- Check all income and expenditure cost centres, and expense and income codes, and enter them accurately and swiftly into the accounting software system, adding and deleting these as required
- Complete month end processing (reconciliations, posting journals etc.). This involves:
 - Reconciliations of banks, credit cards and balance sheet
 - Posting journals and allocations
 - Ensure income and spend is accurately recorded
- Provide an accurate monthly transaction break-down, pulled from the accounting software system, organised by cost centre and expense/income codes, and a report comparing to budgets
- Process credit and debit card payments.

Pension Admin, including:

- Liaise with the external payroll firm about pensions
- Administer our employer's pension responsibilities including setting up payments, adjusting and varying changes and adding new entrants.

Tax – HMRC:

- Undertake VAT returns for the Ventures company
- Undertake any relevant VAT claims
- Reconcile PAYE payments with online tax account
- Deal with Gift Aid.

Payroll – Payroll Company/HMRC:

- Liaise with CEO and the payroll company each month, to sort monthly salary payments for staff
- Set up payments to the payroll company (who pay HMRC on our behalf)
- Submit all necessary reports to HMRC for payroll
- Deal with queries regarding payroll from our staff as well as from HMRC.

Grant Funder Reports/Trustee Meetings:

- Organise, attend, present at, and minute Finance & Compliance Subcommittee meetings with trustees
- Produce financial reports for grant funders, showing actual expenditure against budget, plus produce other financial information for funder reports as required
- Produce papers required for trustee meetings
- Produce transaction details for any specific funder
- Support the development of financial information for fundraising applications.

2. Additional responsibilities

- Other tasks on an ad-hoc basis
- Take part in training relevant to the job
- Willingness to attend and contribute to project meetings and staff visioning away days.

Person Specification

	Essential	Desirable
Proven experience in:		
Qualified management accountant with at least 2 years' experience of charity accounting	X	
Financial administration or bookkeeping	X	
Experience of using accounting software; experience of using QuickBooks is desirable	X	X (QuickBooks)

	Essential	Desirable
Working on own initiative and taking responsibility for managing own workload, with ability to organise own time effectively to meet task deadlines	X	
Knowledge and skills:		
A high level of competence in MS Office applications, in particular with advanced MS Excel skills to present accounts, including through the use of formulae	X	
Confident and skilled, working with numbers	X	
Excellent written and oral communication skills	X	
The ability to tackle problems head on and show resilience to create solutions	X	
Personal attributes & behaviours:		
Able to hit the ground running and learn the ropes quickly	X	
Striving for excellence – drives to achieve highest standards, showing determination and resilience to be the best in class, and succeed against challenging targets	X	
Fostering collaboration – works with others to find common ground, enhancing mutual interdependence and achieving shared goals	X	
Passionate about the potential to transform communities and improve the lives of individuals	X	
Keen interest in environmental sustainability or sustainable food systems	X	
Preparedness to roll up their sleeves and get stuck in	X	
Flexible and able to work out of normal office hours from time to time	X	

Application Process

How to apply

To apply for this role, please email the following documents to orchard@theorchardproject.org.uk

- Two copies of your CV: one full, one anonymised (see the guidance below)
- A cover letter, 2 pages maximum, explaining why you are excited about this opportunity, and how your skills and experience fit this role
- A completed Equality & Diversity form.

Timeline

- The deadline for applications is Monday 13th June at 5pm
- We expect to hold interviews over the next couple of weeks. Interviews will be conducted via online video link.

Anonymised recruitment guidance

We are committed to attracting and employing the best candidate for the role. To ensure this, we operate anonymised recruitment, prior to interview.

When applying for this job, please send us an anonymised CV, a full CV and a completed Equality & Diversity form. The Equality & Diversity form will not be viewed by staff who are shortlisting candidates. Only details of your previous work experience, your qualifications and your written statements describing how you meet this role will be forwarded to those shortlisting for interview.

In order to maintain anonymity during the shortlisting process, you will be required to submit two versions of your CV - one full version of your CV and a second CV where any personal information is removed. You should also check your cover letter to ensure it does not contain any personal details.

For the anonymised copy, you should remove:

- Your name
- Your address
- Your date of birth
- Dates that any qualifications were received
- Dates relating to any employment experience that was over 5 years ago
- Places where qualifications were received (i.e. your school or university)
- Your photograph
- Your email address
- Your telephone number
- **Any information which may give an indication of your age, nationality and ethnicity, disability, marital status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.**

Equality & Diversity

We want our organisation to be as diverse as the communities it supports. We are an equal opportunities employer and welcome applications from people of all backgrounds regardless of race, religion, sexual orientation, gender, age or disability.