



JOB DESCRIPTION

JOB TITLE:	Finance, Payroll and Administration Officer
CLOSING DATE:	25 th April (however we will be shortlisting as we go and may close the advert early)
SALARY:	£23,000 (Pro rata [0.5] £6,900)
BASIS:	6 months fixed-term
SECTION:	Central Services
LOCATION:	Community Hub, The Glades, Bromley, BR1 1DN and/or working from home
REPORTING TO:	Chief Strategy Officer
RESPONSIBLE FOR:	Responsible for staff and contractor payroll, the reconciliation of income and expenses and general administration.
HOURS:	18.5 hours per week

ABOUT THE CHARITY

Greener and Cleaner (G&CBB) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

JOB SUMMARY

The Finance, Payroll and Administration Officer will be part of a friendly and collaborative team.

They will be responsible for ensuring timely delivery of payroll to all staff members and contractors. They will also be expected to manage and

reconcile the income and expenses streams of the charity, paying invoices and claiming gift aid etc, and ensure compliance with financial regulations from The Charity Commission and other authorities as needed.

Given the varying tasks each week, the role will also be expected to help out with general administration tasks in the day to day running of the charity where time allows, such as inbox management, arranging meetings, minuting, producing materials etc.

It is expected that the Finance, Payroll and Administration Officer will have some previous experience in accounting or finance roles.

We are looking for a reliable and organised individual who is happy to work autonomously and invested in the success of our charity.

MAIN DUTIES

- Responsible for reconciling the charities accounts via Xero including money coming in from grants and trusts as well as money going out via expenses. Ensuring the balancing of the charity books.
- Oversee the timely payment of all staff and contractors on a monthly basis via the payroll system Citrus HR (payroll will already be calculated).
- Maintain and monitor the cash flow forecast tracking and reporting, ensuring it is all up to date and accurate.
- Oversee the set up and implementation of any associated systems for raising invoices and sending invoices and expense management of charity debit and credit cards.
- Track and monitor the activity of the debit and credit cards for the charity ensuring reconciliation with Xero.
- Notifying HMRC of any ongoing financial activity including claims for Gift Aid
- Tracking fundraising activities via SumUp, GoFundMe etc.
- General administration tasks such as inbox monitoring, managing staff diaries, taking meeting minutes and coordinating meeting rooms.
- Support and comply with G&C's guidance on branding, tone of voice and key messages, positively contributing towards raising G&C's profile.
- Ensure compliance with Finance regulations with regard to The Charity Commission and other regulatory bodies.

- Communicate on a regular basis with colleagues submitting the required information, providing verbal / written reports to their line manager and others as required and ensuring any targets are monitored and met.

Other Responsibilities:

- To provide assistance to other teams, and areas of work, in response to changes in workload and operational requirements.
- To ensure adherence with all corporate Policies and Procedures in place, in particular Health and Safety Policy and Equal Opportunities and Diversity Policy, that may change from time to time.
- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation’s activities, particularly early in the role as the Hub opens for the first time.

Person specification: Finance, Payroll and Administration Officer

Specification	Essential	Desirable
Qualifications/Knowledge		
• Financial/Accountancy knowledge	X	
• Financial Qualification (ACA, CIMA, ACCA)		X

Skills		
• Attention to detail when working with financial information	X	
• Effective communication and social skills	X	
• Effective time management, ability to work under pressure and meet deadlines	X	
• Work on own initiative and as part of a team	X	
• Flexibility – able to adapt to changing circumstances	X	
• Knowledge of accounting software Xero		X
• Knowledge of payroll process		X

Experience		
● Developing new projects		X
● Budgets and finance		X

Charity Knowledge		
● Interest in local and global environmental issues	X	

Please note: Appointment to this post is subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.

Due to the nature of the work, this is not suitable for, job share or reduced hours.

Please email your CV to gcbbjobs@gmail.com to express your interest in the role.