



Job description

Job title:	Finance Officer
Location:	Pateley Bridge with potential for an office move to north of Harrogate or Knaresborough
Accountable to:	Director
Salary:	£25,000 - £30,000 pro rata
Hours:	22.5 hours per week
Term:	Permanent
Transport:	You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile).
Employment subject to:	Satisfactory references, Disclosure & Barring Service check and six-month probationary period.

The Yorkshire Dales Rivers Trust

The Yorkshire Dales Rivers Trust is a registered charity covering the Rivers Swale, Ure, Nidd, Ouse and Wharfe catchment areas with a mission to:

- Protect and conserve river environments and inspire others to contribute to this;
- Provide opportunities for people to learn about and enjoy rivers;
- Encourage partnership and collaborative working at a catchment scale.

The Trust undertakes a wide range of practical projects to improve the water quality and habitat of rivers and streams and to inspire other people to care about these environments. This includes working with farmers, landowners and communities to reduce water pollution, improve river habitat, address barriers to fish migration, and reduce the risk of damage from flooding. Volunteers have always been an essential component of the Trust, assisting with practical conservation work, monitoring and events.

The Yorkshire Dales Rivers Trust also hosts two catchment partnerships as part of the 'Catchment based approach' initiative, which act to facilitate working and coordinating activities across the catchments.

The Trust evolved from a group of committed volunteers and is now overseen by a board of nine volunteer trustees. The Trust currently employs ten members of staff who split their time between the office, site visits, external meetings and working from home. The working culture of the Trust encourages a professional, committed and independent approach.

In the last 18 months the Trust has increased in size from two full time employees and three contractors (two part time and one full time) to a team of nine FTEs including a director. We have also greatly increased our following on Facebook, Twitter and Instagram to over 1000 followers.

We are looking for a new member of staff to join our friendly, enthusiastic and committed team. We have been able to create this post as part of our Yorkshire Dales Rivers Trust's Roaring Twenties project, funded by Heritage Lottery's Resilient Heritage Programme. The duties are currently split between the treasurer and another member of staff who carries out this role alongside her main post. The Trust has now grown to a size whereby this arrangement is no longer sustainable. The aim of this project is to increase the resilience of the Trust to thrive during the 2020s and beyond. The project will involve looking at how the charity is funded in the future, potential areas of work as well as the structure and governance of the charity. The project has three objectives:-

Plan for the future, developing a more sustainable and resilient structure for the Trust

Reviewing and demonstrating quality through the implementation of a quality system

A more developed, sustainable and resilient team through key courses, coaching and mentoring to help staff develop

Finance Officer

The role of the Finance Officer will be essential to day to day work of the Trust. There is scope for the postholder to develop his/ her career further through the following diverse areas of work:-

Financial management

- Prepare the annual budget, (with the Director) for approval by the Board of Trustees
- Prepare quarterly management accounts with variances and cash flow forecasts for the Board of Trustees
- Work with the Director to prepare multi-year budgets and undertake forecasting to inform the delivery of the Strategic Plan.
- Oversee all payments, manage cash flow, direct debit income and gift aid claims

- Process the payroll and ensure that all pension payments are processed on a timely basis and liaise with the pension provider where necessary
- Oversee grant claims
- Act as membership secretary, being the main contact for our members, managing membership details and payments
- Provide regular updates for the Treasurer and answer any queries

General management and administration

- Support staff in preparation of funding proposals, invoicing and claims
- Attend quarterly trustee board meetings (early evenings in Masham)
- Maintain an efficient filing system
- Undertake other duties from time to time to assist the Director

This job description cannot cover every issue or task that may arise. The successful candidate may be expected to carry out other duties which are consistent with the aim and objectives of the post.

Finance officer job-holder competency profile

Essential

- Qualified accountant either fully or working towards ACA, ACCA, CIMA, AAT or equivalent
- Knowledge of UK GAAP & Charities regulations
- Experience of financial and management reporting within a medium sized organisation
- Experience of preparing monthly management accounts and year-end statutory accounts including liaising with auditors
- Experience of payroll and gift aid
- Ability to communicate financial information in an appropriate manner for non-financial trustees and staff
- Ability to manage time effectively, work under pressure and meet deadlines
- Insight to know when to seek help to solve problems at an early stage
- Strong analytical skills
- Flexible thinking
- Team player

Desirable

- Ability to use Quickbooks and Microsoft Excel
- Good written and oral communication skills; confident and clear presentation manner
- Experience of being part of a team that focuses on organisation-wide issues
- Experience of grant claims
- Interest in the environment

Terms and conditions

The following terms and conditions are typically offered to Yorkshire Dales Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment

Annual leave: 25 days annual leave pro rata plus bank holidays

Location: 8 Kings Court, Pateley Bridge, HG3 5JW (or any future office in the Pateley Bridge area)

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and email to the Director of Yorkshire Dales Rivers Trust, Charles Forman.

Applications must be received no later than 23.00 on 2nd February

Interviews will be held on 12th February, venue to be confirmed

If you would like more information on the role before submitting an application, you may contact Charles Forman 07920 387 544 or Charles.forman@ydrts.co.uk