



ABOUT THE JOB

Job description

Job title	Finance Officer
Type of position	Permanent
Location	Henley-on-Thames
Salary	from £35k (commensurate with experience) full-time equivalent plus contribution to pension
Hours	10-12 hours per week office-based (over 2– 3 days)
Annual leave	28 days per year (for full-time)

Job specification

Finance

1. Process payments of society's expenditure via BACS, DD or cheque.
2. Record all income on Xero, liaising with membership secretary (MS) to record on CRM; reconcile reports from Go Cardless and Paypal.
3. Reconcile and process Barclaycard statements to Xero.
4. Monitor and report on CAF charitable donations, process to Xero and liaise with MS.
5. Manage and reconcile all bank accounts via Xero.
6. Manage and reconcile petty cash.
7. Produce and despatch invoices as required
8. Monitor working capital and cashflow requirements.
9. Liaise with company accountants to manage investments.
10. Monitor, record manage and report on legacy payments.
11. Work with external Payroll Provider to manage payroll and OSS employee pension responsibilities.
12. Produce quarterly management report for finance committee (actual v budget).
13. Produce quarterly investment reports for finance committee.
14. Submit quarterly gift aid claims to HMRC.
15. Prepare annual budget and cash-flow forecasts.
16. Prepare year end accounts and liaise with independent examiner.

Other

1. Act as company secretary
2. Maintain information with the Charity Commission
3. Maintain information with Companies House

4. Keep up to date with technology/software developments relevant to the society
5. Carry out such other functions as may reasonably be determined by the general secretary.
6. Attend quarterly finance committee meetings
7. Attend AGM

Person specification

Qualifications and experience

Essential

1. At least three years' experience in a finance administration position with a solid understanding of accounting principles.
2. A clear understanding of the need to complete detailed work to a high standard.
3. Highly organised with a systematic approach to meeting deadlines.
4. A good working IT knowledge, particularly Office Word and Excel and, ideally, Xero or similar accounting packages. Willingness to learn new systems.
5. Ability to deliver a high-quality and friendly service when responding to the public by telephone and email.
6. Database skills (the society uses SubscriberCRM, for which training can be provided)
7. Excellent oral and written communication skills; able to work and communicate effectively with varied groups of stakeholders
8. Quick learner and the drive to learn independently when unsure
9. Ability to be proactive and willingness to be flexible

ABOUT THE SOCIETY

The Open Spaces Society was founded in 1865 and is Britain's oldest national conservation body. A charity and a pressure group, we campaign for new, tougher laws to protect common land, town and village greens, urban and rural open spaces, and public rights of way in town and country, throughout England and Wales. We give technical and practical advice on their law, protection, management, and administration.

The society has some 2,300 members, consisting of local authorities at all levels, amenity and other organisations and individuals, who look to it for help and advice. We rely for our income on membership subscriptions, donations, legacies, and grants.

The society's office is in Henley-on-Thames in Oxfordshire. It has the one office, and no branches. There are at present nine members of staff, most of them part-time: the general secretary, four case officers, commons re-registration officer, operations and marketing manager, office assistant and membership secretary, and finance officer. We also employ contractors to cover other aspects of the society's work. The organisation is headed by the general secretary.

The society is governed by the trustees who currently meet monthly by video conference. They are elected by the annual general meeting of society's members in the summer.

The board has a finance committee, which oversees financial matters, and a legal committee which advises on legal matters.