

Job Description

Finance Manager - Maternity cover (Fixed term - Up to 12 months)

Background information:

PECT is an independent charity that is helping to protect and enhance the environment. Our vision is for Sustainable Places. By this, we mean that: the natural environment is healthy, communities are involved in their area, health and well-being is improved for all, resource use is responsible and doesn't compromise the needs of others, now and into the future. We champion sustainable practices in order to leave a lasting legacy for future generations.

For a quarter of a century PECT has been developing and delivering best practice in how to create sustainable cities; cities that use a fair and sustainable share of the planet's resources. We have a strong track-record of running a wide range of projects and activities, working with businesses, schools and the community.

Business Energy Efficiency Cambridgeshire and Peterborough (BEECP)

PECT lead on the BEECP project – A project funded by the European Regional Development Fund (ERDF) under the European Structural Investment Funds (ESIF). BEECP provides one-to-one tailored and impartial energy efficiency support/facilitation and discretionary grants to catalyse investment in energy efficiency initiatives. It assists SMEs across Cambridgeshire and Peterborough to invest-to-save to reduce carbon emissions and realise the associated business benefits: reduced operating costs; competitiveness; business growth and resilience

Purpose of role

To manage PECT's financial functions to ensure the most effective and efficient use of resources, and the long term financial sustainability of the Trust. The role will lead on planning, organising, controlling, and monitoring PECT's financial resources in line with the strategic direction of the organisation. The role will support senior management team colleagues and the Board to deliver PECT's strategic plan. In addition, provide an overall strategic and operational compliance role for the BEECP project, as detailed below.

Employer: PECT

Based: This position will be based at PECT's offices: The Green House, 4-6 Cowgate, Peterborough, PE1 1NA. There may be opportunities to work from home on some days.

Salary (per annum pro rata): £35,000 - £28,000 pro rata. The role is part funded by the European Regional Development Fund (ERDF)

Contract term: Fixed term – up to 12 months (maternity cover)

Closing Date for applications: Sunday 26th May 2019 12 midnight

Interview Date: From week Commencing 27th May 2019

Start Date: TBC

Hours/Week: 29.6 hours/ 4 days (including 2 days on BEECP)

Work outside normal hours: Occasional evening and weekend work may be required

Reports to: Chief Executive Officer

Key responsibilities:

Organisational finance role (2 days per week)

- ② To be accountable to the CEO and PECT's Board of Trustees for the proper management of PECT's finances through regular reporting
- ② Ensure legal compliance and regular reviews of finance related organisational policies, recommending amendments to the CEO and the Board of Trustees as appropriate
- ② Follow the established financial management model to ensure the achievement of strategic objectives
- ② Ensure the procurement practices and contracts are reviewed periodically to ensure service standards are achieved and value for money
- ② Advise the Senior Management Team and Board of Trustees on all financial matters affecting the charity, including tax and VAT, unrestricted, designated and restricted funding, and capital and revenue expenditure
- ② Manage the existing financial management system to assist organisational development, to maximise performance efficiency, and to ensure compliance with regulatory commitments
- ② Manage and monitor the Trust's budgets, cash flow, banking, finances and payroll, including the provision of financial and management reports
- ② Support the Company Secretary with duties and obligations laid down by Companies House and the Charity Commission
- ② Day to day management of the finance function, including sales invoices, purchase invoices, payment runs, tax returns, bank reconciliation, debtors, monthly/period end processes, assets and depreciation
- ② Prepare year end finances and manage the audit process
- ② Undertake ad-hoc financial activities as required
- ② Seek opportunities to develop new/extend existing work and income streams for PECT. This could be through project development, fundraising and/or partnership working
- ② Support other PECT business and environment initiatives as required.

Specific tasks include:

- ② Month end preparation and reporting
- ② Board pack preparation and presentation – Board meet six times per year
- ② Balance sheet reconciliations
- ② Sales ledger processing, queries & debt collection
- ② Purchase ledger processing, queries and payment runs
- ② Cashflow forecasting
- ② Budget & forecast preparation and reporting
- ② Absorption costing / external staff charge out rates
- ② Project reporting and support
- ② VAT returns
- ② Office of National Statistics returns (monthly)
- ② Expenses and payroll payments including PAYE
- ② Charity Commission Returns
- ② Ad hoc finance modelling
- ② Audit lead
- ② Team support on project finances
- ② Ad hoc finance queries

Project support tasks for our Business Energy Efficiency in Cambridgeshire and Peterborough project (BEECP)

- ② Provide an overall strategic and operational compliance role for the BEECP project, including eligibility of activity, eligibility of beneficiaries, financial compliance and publicity compliance for both grant and business support delivery elements;
- ② Provide financial oversight of the delegated grants scheme;
- ② Carry out detailed screening of Grant Award Recommendation Forms and the associated processes to ensure eligibility and suitability for support against ESIF regulations including additionality, 'cross-contamination' with other public sector funding/finance, state aid checks;
- ② Undertake robust checking of grant claims against approvals, evidence requirements and, critically, undertaking fraud checks;
- ② Confirm claims for payment
- ② Actively review and refine grant processes and quality procedures to ensure that they remain fit for purpose
- ② Compile project claims

Specific tasks include:

- ② Quarterly forecast claims
- ② Quarterly full claim submissions
 - Data monitoring sheets
 - ERDF Claim forms & forecasting
 - Fixed Asset Register
 - Transaction listing of all expenditure, including SME purchases
 - State Aid Summary
 - ERDF tracker v actuals
 - Supporting evidence paper trail
- ② Cashflow forecasting
- ② Strategic Board updates
- ② Payment forecasts for business partners
- ② Hour rates calculations for ERDF sign off
- ② SME grant claim payment

Please note: This project is subject to EU funding

Person Specification

Essential criteria:

- ② Recognised accounting qualification
- ② Experience of at least 3 years of financial management within a small/medium organisation
- ② Experience of Board reporting
- ② Knowledge of financial operations and governance within charities and trading companies
- ② Knowledge of European project funding
- ② Excellent knowledge of tax and legal issues
- ② Proficient in use of financial systems such as Xero
- ② Advanced MS Excel skills
- ② Exceptional attention to detail
- ② Ability to interpret financial information for members of the Board and Senior Management
- ② Excellent communication skills
- ② Analytical and data systems skills
- ② Excellent report writing skills

To apply

Please send a covering letter and CV to jobs@pect.org.uk. We prefer to receive applications electronically; however, we understand not everyone has access to the internet, therefore you can also post your application to the address below.

You may be contacted for a brief telephone interview before the formal interviews. If shortlisted for interview you may be required to prepare a presentation or complete a brief task, relevant to the role, as part of the interview.

If you have any questions about this role, please contact Sam Peeroo on sam.peeroo@pect.org.uk or call 01733 568408.

Postal address: The Green House, 4-6 Cowgate, Peterborough, PE1 1NA.

For some activities, such as working directly with children on a regular basis, a DBS check may be required.

To comply with GDPR regulations we will be securely storing your application for a period of 6 months. Once these 6 months have expired your application will be securely removed from our system. You have the right to request access to any information PECT holds about you. For more information please visit www.pect.org.uk/Privacy-Policy.

Variation Clause

This is a description of the job, as it is constituted at the date shown. It is the practice of the Trust periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager in consultation with the post holder will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

This Job Description was compiled by Carly Leonard on 30/4/2019.