

# Financial Assistant

<b>Job title:</b>	Financial Assistant
<b>Job purpose:</b>	Day to day management of Cumbria Woodlands finances
<b>Hours:</b>	3-5 days per calendar month
<b>Location:</b>	UK based (remote with occasional travel to Cumbria)
<b>Type:</b>	Contractor
<b>Responsible to:</b>	Deputy Director



## About us

Cumbria Woodlands is a not-for-profit organisation which maintains an independent and impartial status whilst working collaboratively with its partners. For the last 30 years Cumbria Woodlands has provided advice and guidance on woodland creation and woodland management; training and development services; consultancy and research; and policy and advocacy work. We exist to support the wider woodland sector by bridging the gap between small woodland owners and commercial forestry, and the gaps between the private and environmental sectors and government. We partner with government agencies, not-for-profit organisation, academics and researchers, and private landowners and land managers to bring benefits to Cumbria both directly and indirectly. We operate locally within Cumbria, regionally and nationally.

## Why join us?

This role offers an opportunity to make a real contribution to some of the country's biggest issues including responding to our climate emergency with a step change in woodland management and influencing the "payment for public goods" agenda, together with supporting an organisation at a critical time of change and development.

## Main responsibilities

This role is responsible for maintaining the day-to-day finances of Cumbria Woodlands, the financial resources and ledgers, ensuring the systems and procedures are in place to operate effectively and support staff in line with strategic priorities.

The key responsibilities include:

- Ensure all financial obligations (invoices, expenses, foreign payments) are submitted to the Lake District National Park Authority Finance team in a timely manner, in line with correct budget codes, and accurately archived
- Contribute to and enable the monitoring of forecasts
- Manage month-end financial procedures in line with Lake District National Park Authority Finance team timelines
- Prepare monthly overviews of actual versus budget expenditure for review by the Deputy Director
- Oversee the audit trail ensuring standard procedures are implemented and propose new procedures where needed (proportional to Cumbria Woodlands scale and scope)
- Prepare sales invoices for donors as per contracts
- Provide financial information as required for reporting and monitoring purposes
- File associate, consultancy and other contracts as required
- Any other financial tasks as directed by the Deputy Director

## **About you**

The ideal candidate will have a demonstrable track record of managing and maintaining a finance function and experience of working with small organisations and limited resources. You will be tenacious and comfortable working under your own initiative. Excellent communication skills are essential (written and verbal), along with a strong eye for detail. We are looking for someone with the ability to manage the financial systems to achieve maximum benefit to the organisation.

### **Person specification – essential**

- Relevant experience in a finance department and bookkeeping experience
- High level of attention to detail
- Excellent time management with the ability to prioritise, multitask and work to meet deadlines
- Strong computer and numerical literacy
- Strong Microsoft Excel spreadsheet skills
- Good knowledge and experience of managing computerised finance ledgers
- Must have the right to live and work in the UK (Cumbria Woodlands is unable to consider candidates who do not already hold appropriate permissions)

### **Person specification – desirable**

- Experience in accounting for or assisting in the management of project grants / restricted funding from a range of donors, including institutional donors
- Experience of financial management within the charity sector
- Knowledge of accounting coding structures
- Strong interpersonal skills with a high degree of personal organisation and self-management
- Experience of donor reporting and understanding of system requirements to achieve accurate and timely reports.
- Experience of the Monday.com work platform

## **How to apply**

To apply, please submit a CV, a covering letter detailing how you fulfil the role description, and your daily rate, quoting reference FINANCE2022 to [neville@cumbriawoodlands.co.uk](mailto:neville@cumbriawoodlands.co.uk). The deadline for application is **COB Thursday 19<sup>th</sup> May**, and interviews are tentatively scheduled for the week commencing June 2<sup>nd</sup> 2022.

## **Additional information**

### ***Diversity and inclusion***

Woodland and conservation management principles dictate that a diversity of flora, fauna and age structure are inherently valuable to the sustainability and resilience of a woodland. We are working to apply the same principles to our organisation. To this end, the culture of Cumbria Woodlands values difference (e.g. age, gender identity, race, nationality, sexual orientation, physical or mental ability, ethnicity, and perspective) as a source of innovation, strength and creativity. We recognise that to be engaged, all members of our team must feel included and valued, and we celebrate a deep sense of pride, passion and belonging.

### ***Data protection***

Cumbria Woodlands is committed to all aspects of data protection and data privacy, and takes seriously its duties and the duties of its personnel under data protection laws to protect the privacy of its supporters and stakeholders.

We act in accordance with the General Data Protection Regulation. This is reflected in our website terms and conditions and Privacy Policy, which together explain how we collect, manage, use and protect personal information.

***Policies***

Candidates must comply with our policies such as conflict of interest and health and safety.

***Cumbria Woodlands relationship with Lake District National Park Authority***

Cumbria Woodlands is hosted by the Lake District National Park Authority, who act as the accountable body. This is a legal and administrative arrangement and Cumbria Woodlands acts as an independent organisation with its own Board and Chairperson.