

CPRE London: Finance Officer Role Description

- Purpose:** To provide effective financial administration for CPRE London
- Reports To:** Director, CPRE London
- Contract:** Permanent, Part Time (c7 hours per week to be flexibly deployed across 1-2 days)
*Working hours will be agreed with the successful applicant.
Preferred working days would be either Tuesday and/or Thursday.*
- Location:** Hybrid home/office working with at least one visit per month to London office
- Salary:** £25,000pa - £30,000pa pro-rata depending on experience

Key Areas of Responsibility

- Oversee and enhance financial management processes for CPRE London.
- Manage and optimize CPRE London's banking arrangements.
- Maintain accurate and up-to-date records of income and expenditure using QuickBooks, providing the Director with a monthly financial summary.
- Ensure all expected income is received and any discrepancies are investigated promptly.
- Facilitate online payments, process vouchers, cheques, payroll, tax, and National Insurance (NI) obligations.
- Administer NEST pension payments.
- Prepare and issue invoices, ensuring timely payment and tracking final settlements.
- Provide the Treasurer with necessary financial data for quarterly trustee reports, the annual report and budget preparation, offering advice on presentation.
- Assist in fulfilling CPRE London's charitable responsibilities, including Charity Commission submissions, year-end accounts, and coordination with auditors.
- Submit Gift Aid claims to HMRC and maintain records for compliance.
- Identify and implement cost-saving opportunities in procurement.
- Perform additional duties aligned with the role's objectives as requested by the Director.

Skills / Experience

- Several years' experience in bookkeeping and financial administration within an NGO.
- Professional certification or qualification in finance or accounting strongly preferred
- Proficient understanding of the Microsoft 365 environment, with advanced skills in Excel and Word; experience in database management is advantageous.
- Proven experience in bookkeeping and fundamental accounting practices. Confident and accomplished with QuickBooks Online or similar accounting systems essential.
- Strong written communication skills.
- Keen attention to detail and excellent analytical skills.
- Ability to work independently with minimal supervision.
- A flexible, proactive, and solution-oriented mindset.

There is an expectation that our employees have an interest in the countryside and environmental issues.



The countryside charity
London

Please apply by sending a CV and a cover letter to hr@cprelondon.org.uk . We will accept applications up until and including the 30th of September 2024. We encourage you to send in your applications early.