



Finance Administrator - Part-time, self-employed

Brighton Permaculture Trust is a charity that builds community and promotes greener, fairer lifestyles through a wide range of activities based on the ethics of Earth Care, People Care and Fair Shares.

Income is generated through courses and events, grants, donations, site hire and selling products from our Scrumping project and Permaculture plot. Expenditure includes contractor invoices, equipment, rent and subscriptions.

Brighton Permaculture Trust will be moving to QuickBooks Online and a new bookkeeping/accounting firm. We need someone with financial admin experience to help us improve our systems through this transitional period and manage our finance admin long term. We are looking for someone who is also prepared to learn a wide variety of other admin tasks across the organisation to give the Trust more resilience.

We are looking for an experienced Finance Administrator who is detail oriented and a good communicator to be a main point of contact with our bookkeeper and accountant.

The candidate should be highly responsible and interested in flexible working hours that can expand/contract based on Brighton Permaculture's needs.

Essential competencies

1. Highly competent and well-developed administrative skills

With good attention to detail and the ability to follow policies and procedures

2. Financial administrative experience

Proven work experience in Finance Admin, Finance Assistant or similar role. Raising purchase orders and invoices, making payments and the associated record keeping. Advanced knowledge of MS Excel. Experience of using bookkeeping software.

3. Trustworthiness and financial responsibility

Proven track record of trustworthiness and responsibility when handling accounts and confidential information.



4. Self-motivated and well organised

Well-organised and self-motivated with ability to work on own initiative. Ability to prioritise competing tasks.

5. Flexible worker

Ability to work flexibly and creatively and respond to the needs of the organisation

6. Independent working

Ability to work independently, with minimal supervision, but also able to get on well with people and contribute to the team

7. Committed to permaculture ethics, equality, diversity and inclusion

Desirable competencies

1. Permaculture and Brighton Permaculture Trust knowledge and experience

Knowledge of the work of Brighton Permaculture Trust

2. Worked in the third sector

Experience of admin in the charity/not for profit sector

3. Technical digital skills and experience

Experience of QuickBooks Online. Experience of Contact Relationship Management systems, ideally CiviCRM. Experience of using WordPress.



Job Description

Key responsibilities:

- Looking after all aspects of accounts payable and receivable
- Processing supplier invoices and arranging payments
- Raising customer invoices for site hire, products and services; chasing outstanding payments
- Log incoming and outgoing payments, including grant funds, donations course fees and contractor and supplier payments
- File all invoices, petty cash claims, gift aid forms and statements
- Provide information to the bookkeeper and assist with the month end procedures
- Liaising with payroll provider
- Participate in Finance group meetings and contribute to designing simplified finance admin processes and systems
- Regular updating of budgets for funded projects
- Initiating, setting up and maintaining systems

Terms

- This is a Freelance position, reporting to Bryn Thomas, Director, who will have overall oversight of the work. Also working with Catherine Lawrence, Administrator, the Finance group and the external Bookkeeper
- It is a part-time post, with regular weekly input amounting to 16 hours per month. The work can be completed flexibly, but hours worked must be responsive to the requirements of the work. The ability to put in hours at key times is essential, and additional work may be available with additional funding.
- The work is home based, using the applicant's own office equipment and software and up to date security. A willingness to connect with other members of the team in person or online is desirable.
- The job is paid at £12.50/hour, paid monthly in arrears. Invoices should be dated the last day of the month and will be paid within 21 days.

To Apply

Application deadline: **5pm Friday 21 May**

Interview date: **Tuesday 1 June 2021**

To apply please send a short CV and completed application form to admin@brightonpermaculture.org.uk