

PROJECT DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Finance & Administration Officer
BASED:	Based at The Tree Council HQ in Canada Water, London SE16 with opportunity to work flexibly from home. At present, the expectation would be 1 day per week in the office (more if desired).
SALARY:	£24,000 - £27,000 per annum
TERMS:	Permanent, full-time – start as soon as possible 25 days annual leave, plus Public Holidays and the period between Christmas and the New Year.
PENSION:	7% contribution by The Tree Council

REPORTING TO: Director of Finance

LINE MANAGING: Not Applicable

LIAISON WITH: CEO, Senior Management Team, wider Tree Council team.

External liaison: Suppliers, Customers, CAF and NatWest Banks, The Tree Council's informal coalition of conservation charities, plus other stakeholders eg: corporate funders and project partners

It is a vital moment for the environment and our planet as we face the dual Nature and Climate crises and the world is increasingly aware of the important role trees play in tackling climate change, protecting and improving biodiversity and contributing to our health and wellbeing.

Team Tree Council has experienced fantastic growth over the past three years. Following a rebrand and website redevelopment, the charity has secured funding for several major projects to plant, protect and speak up for trees and hedgerows. These include our fast-growing National Schools Programme, our Science & Research Programme in partnership with Defra and leading universities, and our community grants programmes, including two £1million programmes with Network Rail.

To help deliver our ambitious plans, we are recruiting a Finance & Administration Officer to join the small Tree Council team. This new position will play an important supporting role, helping shape the future of UK trees. The post-holder will also keep our recently updated, nine-desk office, in a Grade 2 listed building at Canada Water, running smoothly.

You will have a minimum three years' experience of accounting within a Charity or not-for-profit organisation and will have used Sage accounting software.

You must be willing to get involved in all aspects of the charity, including but not limited to: weekly payment runs; calls to suppliers and banks; office administration; liaison with our IT support company; ongoing help with major project budget and grant tracking. You will also have occasional opportunities to help plant and care for trees at volunteer days, if you wish.

You must possess excellent people skills and be inspired by the idea of working in the environment sector as a member of The Tree Council's highly motivated and friendly team.

JOB PURPOSE: Support the Director of Finance to deliver the finance and accounting function

Ensure the smooth-running of The Tree Council's small office and facilities in Canada Water, London SE16

Support the CEO, Senior Management Team, Development Manager and Project Managers on wider income-generating projects and programmes

Responsibilities

Support the Director of Finance to deliver the finance and accounting function

- Monitor the Finance inbox to ensure that all finance related enquiries are dealt with quickly and efficiently.
- Liaise with the wider team to ensure approval and coding of all supplier invoices and expense claims.
- Set up weekly payment runs within CAF and NatWest to ensure that suppliers are paid promptly (we aim to automate the payments system from Sage accounting software and all transactions will soon transfer to NatWest).
- Understand the Chart of Accounts and assist Director of Finance with finance-related queries.
- Long-term, work with Director of Finance to improve the purchases to payments process.
- Raise and despatch invoices to key corporate partners and stakeholders.

Ensure the smooth-running of The Tree Council's small office and facilities in Canada Water, London SE16

- Act as the first point of contact for all office administration enquiries.
- Handle all queries with suppliers, banks, utilities and our IT support company.
- Manage relationships with 2-3 key suppliers including IT support and Landlord
- Order office supplies and liaise with office cleaner

Support the CEO, Senior Management Team, Development Manager and Project Managers on wider income-generating projects and programmes

- Assist the Development Manager and Development Co-ordinator on invoicing and monitoring our Jubilee Partners programme with The Queen's Green Canopy.
- Support the 'Talk to the Hedge' Project Manager with submitting quarterly claims to the National Lottery Heritage Fund and monitor project budget ongoing.

PERSON SPECIFICATION

Person Specification	Criteria *	
<ul style="list-style-type: none"> • Qualifications 		
<ul style="list-style-type: none"> • Degree-level education, financial qualification or relevant book keeping experience 	E	
<ul style="list-style-type: none"> • Experience 		
<ul style="list-style-type: none"> • Three years' experience within a charity accounting function. 	E	
<ul style="list-style-type: none"> • Experience working in a small team on a variety of interlocking projects. 	E	
<ul style="list-style-type: none"> • Experience in managing suppliers and payment runs. 	E	
<ul style="list-style-type: none"> • Experience dealing with audit or month-end pressures while maintaining high quality of outputs. 	E	
<ul style="list-style-type: none"> • Skills 		
<ul style="list-style-type: none"> • Highly organised, often working to tight deadlines, with a calm, confident manner and excellent written and spoken English.. 	E	
<ul style="list-style-type: none"> • Able to prioritise a heavy workload, multi-task and perform effectively under pressure, with excellent attention to detail. 	E	
<ul style="list-style-type: none"> • Ability to think creatively and resourcefully, and explore new ways of doing things. 	E	
<ul style="list-style-type: none"> • IT proficient with good knowledge of Sage accounting software and MS Office programmes. Ideally with ability to produce graphs and other visuals. 	E	
<ul style="list-style-type: none"> • Confident using email and Office 365. 	E	
<ul style="list-style-type: none"> • Resilient and motivated with the ability to work autonomously. 	E	
<ul style="list-style-type: none"> • Confidence to engage with suppliers, stakeholders and partners at every level 	E	
<ul style="list-style-type: none"> • Understand why trees and hedgerows, the environment, wildlife, education, health & wellbeing are important to people's lives and be able to 'champion' the cause. 	E	

(*) E= Essential D=Desirable

Attitudes

- Enjoys working in a collegiate way
- Happy to pitch in and support colleagues on organisational priorities
- Self-motivated, high-energy and pro-active with a 'can-do' attitude
- Diplomatic and collaborative team player, builds positive relationships quickly
- Engaging with high energy levels
- High professional standards
- Approachable, with the gravitas to be listened to seriously
- Highly practical
- Patient and resourceful problem solver
- Self-starter and team player, with a tendency to smile rather than frown

THE TREE COUNCIL - WHO WE ARE

The Tree Council is a charity (charity no. 279000) and umbrella body bringing everyone together with a shared mission to care for trees and our planet's future. We inspire and empower organisations, government, communities and individuals with the knowledge and tools to create positive, lasting change at a national and local level.

We inspire people to plant and care for trees – the trees in your city street, your local park or school playground, in orchards and hedgerows and rural pastures around the UK. (Other charities focus on forests and larger woodlands.)

Our work includes:

- Support for a network of volunteer Tree Wardens who help plant and establish trees in communities across England, Scotland and Wales.
- Annual community programmes, which connect people with trees and the natural world, including National Tree Week, National Hedgerow Week and Seed Gathering Season
- A grants programme that helps schools and community groups fulfil their vision to plant trees, orchards and hedgerows (supporting more than 100,000 trees per annum)
- Science and social research programme in partnership with Defra, Forestry Commission, Fera Science and top UK universities
- An important relationship as a 'critical friend' to Network Rail, whom we advise on vegetation management along 20,000 miles of railway corridors, together with a new £2m community planting programme
- Partnership with our 120 Member organisations including other charities such as the Woodland Trust and Trees for Cities; academic partners such as Reading, Newcastle, Oxford and Strathclyde Universities; and generous supporters including businesses, major donors and Trusts & Foundations.

Our small, energetic team comprises:

1. **CEO**
2. Development Manager (*based Liverpool*)
3. Development Coordinator
4. **Director of Trees, Science & Research**
5. Head of Major Tree Planting Projects - National
6. Head of Major Planting & Ecology Projects – Southern (*based Stroud*)
7. Science & Research Projects Manager

8. Shared Outcomes Project Manager (*4 days per week*)
- 9. Director of Programmes, Partnerships & Comms**
10. Head of Comms & Partnerships (*based Liverpool*)
11. Communications Manager (Press & Public Affairs)
12. Communications & Policy Officer
13. National Tree Warden Scheme Co-ordinator (*based Leicester*)
14. National Schools Programme Manager (*based Winchester*)
15. Project Manager – Lottery Hedgerow Programme (*based Buckingham*)
16. Community Engagement Officer – Lottery Hedgerow Programme
17. **Director of Finance** (*3 days per week*)
18. Grants Officer (*4 days per week*)
19. Finance & Administration Officer (new role)

The team works in a collegiate way, delivering projects together. As a result, there is regular cross-over and collaboration and a positive team spirit. Each project has a designated leader who takes responsibility for driving, maintaining and monitoring progress.

TIMETABLE

If you feel inspired by this new role at The Tree Council and would like to be considered for interview, please email a CV (up to 2 sides A4) and covering letter (up to 2 sides A4) to HR@treecouncil.org.uk

- **Deadline for applications: Tuesday 30 August 2022 at 5.30pm**
- Candidates selected for interview will be notified by 5.30pm on 6 September
- **First interviews will take place via Zoom week beginning 12 September**

Pre-employment checks for the successful candidate will include:

- Two professional references followed up
- Verification of 'Right to Work in the UK'
- DBS check as appropriate

The Tree Council is an equal opportunities employer. We welcome applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.