



## Finance Manager

### Job description and person specification

**Title: Finance Manager**

**Contract period: fixed term contract (with potential of becoming a permanent contract)**

**Reporting to: Director of Operations**

**Salary: £32,621 - 39,870 fte (plus 3.5% - 5% pension contribution, if eligible)**

**Hours: 28 hours per week (0.8 of full time role)**

**Line management: none**

**Annual leave: 25 days per annum plus bank holidays (pro-rata)**

**Location: Oxford based with remote working being a possibility**

Climate Outreach is seeking an enthusiastic and experienced Finance Manager to lead our finance function. Reporting directly to the Director of Operations, the post holder will be responsible for managing the finances of the organisation, enabling Climate Outreach to continue growing effectively to deliver our ground-breaking work in creating a social mandate for climate change.

Over the past three years, the organisation has experienced significant growth. We now operate with a global reach and with an ambitious growth plan for further expansion. We have a vacancy for a **Finance Manager** on a fixed term contract, with the possibility of an extension or a permanent position. This will be a stimulating and enjoyable role, working within a highly dynamic global team and supporting the work of leaders in the field of climate change communication and public engagement. You will be working within our Department of Operations.

The aim of the role is to ensure that we are compliant and financially robust, so the organisation has the ability to scale up its operations. You'll be responsible for the day to day finance operations and development and management of policies and processes, working closely with other team members and external professionals such as bookkeepers and accountants.

### Responsibilities

- Manage and coordinate day to day financial transactions and operations of the organisation.
- Responsible for contract management of the external accounting firm which provides bookkeeping, tax preparation, monthly P&Ls and year-end accounts.
- Track the organisation's financial status against budget and performance regularly via financial forecasting. Work closely with the fundraising team, project managers and programme leads to ensure financial forecasting is up to date.
- Produce appropriate reporting for Donors and Funders in collaboration with relevant team members.

- Produce regular management reports for the Director of Operations and Senior Management Team.
- Oversee the production of annual accounts, annual return to meet reporting requirements of Charity Commission and Companies House.
- Oversee appropriate audit processes and manage relationships with external auditors.
- Ensure transparent, compliant and efficient policies, systems and processes are in place to support the growing needs of individual programmes and the organisation.
- Support the Director of Operations in the organisation's budget setting process including developing project budgets to be included in funding bids and tenders.
- Responsible for managing all supplier contract relationships.
- Ensure Climate Outreach has adequate insurance cover for its operations.
- Support the Director of Operations in reviewing funding agreements, contracts, memorandum of understandings and other relevant legal documents.
- Contribute to the wider development and growth of the operational department of Climate Outreach.
- Undertake other appropriate tasks as required in the ongoing support of Climate Outreach's work.

## Person specification

### Essential

- Minimum 2 years of experience of working as a finance manager or in a relevant role.
- Compliance oriented with practical knowledge of accounting principles, procedures and relevant regulations such as SORP.
- Experience of working with accounting software packages such as Xero.
- High-level literacy in using Google Sheets for data organisation and manipulation to do financial forecasting, building tools and report production with attention to detail and accuracy.
- Experience of working with external finance professionals, auditors, accountants etc.
- Proven ability to produce financial reports such as profit & loss accounts, cash flow forecasts and balance sheets.
- Proven experience of providing financial management support to budget holders and delivery staff.
- Excellent financial report writing skills to various internal and external audiences.
- Demonstrable understanding of General Data Protection Regulations.

- Proven ability to prioritise workload and to produce accurate, detailed work to deadlines.
- Able to work independently and as part of a team.
- Excellent interpersonal skills – the ability to liaise and build positive relationships with stakeholders, funders, clients, staff and suppliers.
- A self-starter with the ability to anticipate problems and find appropriate solutions.
- Ability and desire to learn and pick up new skills quickly.
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach.
- Proficiency in office admin including Google's G Suite applications and CRM software e.g. Civi CRM.

### **Desirable**

- A qualification in Financial Management or Business Administration.
- Production of annual accounts to The Charities Statement of Recommended Practice (SORP)
- Experience of presenting financial reports to Senior Management Teams or equivalent
- Experience of working with a non-profit organisation with an annual turnover of £1 million or more.
- Experience in working in organisations that are scaling up.

## **Our values**

### **Collaborative**

- We co-design work with partners and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

### **People-centred**

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect – as equals with concerns, hopes and aspirations.

### **Credible**

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

### **Integrated**

- We act as a bridge between different sectors, disciplines and communities.
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

### **Focused**

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.

## **Diversity, equity and inclusion**

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities. Climate Outreach Oxford Office is wheelchair accessible.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely due to Covid-19. Please contact Kirsty at [recruitment@climatoutreach.org](mailto:recruitment@climatoutreach.org) to discuss anything you might need to access and take part in the interview process, or have other questions about the application process.