



**ramblers**  
at the heart of walking

## Finance Officer

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## **INFORMATION FOR APPLICANTS FOR THE POST OF FINANCE OFFICER**

Thank you for your interest in our Finance Officer role. This pack tells you more about the Ramblers, how we work, and details of the role and the people you'll be working with. It also gives information on how to apply.

### **What we do**

The Ramblers open the way for everyone to enjoy the simple pleasures of walking. And we step up to protect the places we all love to wander.

When you join the Ramblers team, you're joining a talented, dedicated group of people with a passion for walking and the outdoors. Every one of us has a commitment and resilience to bring ambitious plans to life and a huge appreciation for the volunteers, members and supporters who help us make it happen.

Since 1935, we've been doing everything we can to make sure everyone everywhere can enjoy nature on foot. Today we're Britain's biggest and most vibrant walking community too.

We lead the way, and the walks, for a community of 100,000 walkers. And we help thousands more every year find their feet out in the open to boost their wellbeing naturally.

The Ramblers is a charity dedicated to removing barriers so everyone can enjoy walking in green spaces and to preserving and improving over 180,000 miles of well-loved paths, tracks and trails across England, Scotland, and Wales. We're committed to campaigning to keep our countryside open to all and to fighting for the things that matter most to walkers.

### **Our successes**

We fought to establish National Parks and National Trails – and we won. And we successfully campaigned for everyone to enjoy Britain's coastline on foot. We've helped open up vast swathes of the British countryside which was out of bounds, and we made sure laws were amended and added to keep it that way.

### **Our future focus**

There's still more to do. So we continue to secure support from government and help construct national and local policies and programmes to build a future fit for everyone everywhere to walk outdoors. We keep on engaging communities and organisations across England, Scotland, and

Wales to help us achieve our ambitions. And we're opening up a world of walking opportunities for even more people. You can read our vision and strategic framework here.

### **Together, we achieve much more.**

While we're a small staff team, we achieve big things with the help of people who believe in our cause, like our members, volunteers, campaigners, funders and partners. Together, we've already achieved significant success and we have ambitious plans for the future.

### **How we are run**

As a charity, the Ramblers is governed by a board of trustees which comprises up to 15 members. Collectively the trustees are responsible for strategic oversight of the organisation and ensuring that our range of activities support our charitable purposes.

In addition to local Groups and regional Areas across GB, under our devolution agreements, substantial authority is devolved to Ramblers Scotland and Ramblers Cymru.

### **Volunteers**

Volunteers are our driving force. Without their hard work and dedication, we simply wouldn't exist. Some 15,000 people generously give their time come rain or shine, to make a difference to the things that matter most to walkers.

### **The team**

The Ramblers has a staff team of around 100 people based at home or who work from our offices in London, Edinburgh and Cardiff. As well as staff with specific roles in Scotland and Wales, we have six main departments.

**The Chief Executive Office** provides overall leadership to the organisation, leads the people function and supports the trustees, manages the charity day-to-day and makes sure it's governed effectively.

**The Advocacy and Engagement team** lobbies and advocates on behalf of walkers, campaigns to bring about change and is responsible for the Ramblers brand and external communications channels to raise our public profile.

**The Operations and Volunteering team** helps more people get out walking more often through member and non-member products and services such as group walks, self-guided routes, and path maintenance activities. It manages and supports our volunteers across the organisation too.

**The Membership and Fundraising team** works to deliver long-term, sustainable income and growth to deliver our mission. They form and nurture valuable partnerships with Ramblers members, individual supporters, corporates, trusts, statutory bodies and manage our society lottery.

**The Finance, Performance and Impact team** drives better ways of working through providing financial support, designing, developing, and deploying data and digital solutions, and it manages every aspect of our IT.

## **Candidate Application Information**

**Send us your CV and a covering letter**

This can be e-mailed to [recruitment@ramblers.org.uk](mailto:recruitment@ramblers.org.uk)

**Interviews – 27<sup>th</sup> May 2021**

**Any applications arriving after this deadline will not be considered for shortlisting unless there are exceptional reasons.**

### **Candidates with disabilities and special needs**

Please tell us if there are any reasonable adjustments we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

### **Guidance for CV and cover letter submission**

Please send an up to date relevant CV including contact details of two referees. Note: - we will only take up references after we make a conditional job offer. Please also complete our Equal Opportunities Monitoring form by downloading from the jobs section of our web page <http://www.ramblers.org.uk/jobs.aspx>

It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, within the overall recruitment process at stages throughout the process we will need all candidates to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.

Providing a covering letter is the most important part of your application. It should be used to tell us how you think you meet the selection criteria listed on the knowledge, skills and expertise section of the job description. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job.

**We regret that we are unable to acknowledge receipt of applications, but please telephone the HR Department on 020 3961 3300 if you want to check yours has been received. If you do not hear from us within four weeks of the closing date, please assume that you have not been shortlisted.**

## **Conditions of Employment**

## **PAY**

The commencing salary of this role is between £26,000 -£28,000 pa depending on experience

Cost of living increases are normally applied, subject to approval, in October each year to staff who have completed their probationary period. Salaries are paid on the 28<sup>th</sup> of each month via bank credit transfer.

We do not pay a separate allowance to homeworkers.

## **WORKING HOURS**

The working week is currently 35 hours Monday to Friday. The Ramblers office is open between 8 and 6 – your actual start time will be discussed with your line manager but all staff are expected to be in the office between 10 am and 4 pm. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings or weekend events. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

## **TRAVEL**

For some roles, there is a requirement to travel across the nations and to regional offices (Cardiff and Edinburgh). There may also be, on occasion, the need for overnight stays. Reasonable travel and hotel expenses may be reclaimed using the Ramblers expenses procedures

## **LEAVE**

Annual leave is 25 days per year plus paid holiday on statutory and other public holidays, this is pro rated for part time staff and staff on fixed term contracts. The Ramblers' office is closed on statutory holidays and from 24 December to 01 January inclusive. The office is also closed on 23 December when that day falls on a Monday; and on 02 January when that day falls on a Friday. You do not need to take annual leave during the Christmas closure.

## **PENSION SCHEME**

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements from April 2019, employees will see 5% of their earnings going to their workplace pension. In turn the Ramblers will be obliged to add a contribution that is the equivalent of 3% of your earnings.

In addition, the Ramblers currently offer a higher level of contributions at 6% of your basic salary provided employees contribute at least 5%.

## **PROBATIONARY PERIOD**

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

### **THE RAMBLERS MEMBERSHIP**

All staff on joining get free Membership of the Ramblers. This gives you access to hundreds of group led walks every week, Ramblers Routes online library as well as four issues of Walk magazine a year. In addition you will be entitled to a host of membership discounts and offers.

### **TRADE UNION MEMBERSHIP**

The Ramblers recognise the Union Unite. The Union has sole consultation rights within the Ramblers for terms and conditions of employment and other matters concerning staff. The Ramblers encourages all employees to join the union.

### **FLEXIBLE WORKING**

After 26 weeks' continuous service, the Ramblers will consider applications for flexible working arrangements.

The Ramblers will enable as many jobs to be open to job sharing as is operationally practicable.

### **SEASON TICKET LOANS AND CYCLE TO WORK**

The Ramblers operate a season ticket loan and cycle to work scheme (available after 3 months service).

## Role Profile

<b>Job Title: Finance Officer (Accounts Payable)</b>	<b>Responsible to: Finance Manager</b>
<b>Division: Finance, Performance &amp; Impact</b>	<b>Responsible for: N/A</b>
<b>Contract: Permanent</b>	<b>Hours: 35 hours a week</b>
<b>Band: 3</b>	<b>Location: Central Office – London with working from home</b>
<p><b>Purpose of Role:</b></p> <p>To support the charities day-to-day transactions by providing financial services to the charity and its stakeholders with the delivery of finance functions. This includes providing a core service of accurate and efficient invoice and payment processing. To support the finance team with maintaining the charities financial health and making sure that the charity uses its resources beneficially.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Process invoices, volunteers, staff and credit card expenses</li> <li>• Reconcile supplier accounts and related control accounts</li> <li>• Maintain supplier accounts</li> <li>• Respond to accounts payable queries</li> <li>• Prepare and process weekly payment runs for all expenses and invoices</li> <li>• Assist in creating and maintaining robust controls within a paperless environment</li> <li>• Bank reconciliation</li> <li>• Cost reallocations and recharges</li> <li>• Assist with the monthly payroll process</li> <li>• Manage the shared team mailbox</li> <li>• Participate, assist and provide support with the annual audit process.</li> <li>• Suggest changes or improvements to increase accuracy, efficiency, and cost reductions</li> <li>• Provide support to staff via staff inductions and responding to queries</li> <li>• Ensure the organisations financial policies and procedures are understood and communicated effectively to staff</li> </ul> <p>To undertake such other duties as may be reasonably required of the post holder by the Ramblers.</p>	
<p><b>Decision-making</b></p> <p>The post holder is required to make decisions and recommendations within existing finance policies and procedures to ensure that guidelines are followed and applied fairly which will impact on the team’s ability to meet its objectives and required standards.</p> <p>Supervision and guidance will be given by the line manager on issues that fall outside of existing operating guidelines and knowledge.</p> <p>Guidance on day-to-day issues is also available from the Financial Controller and Director of Finance Performance and Impact.</p>	
<p><b>Analysis and initiative</b></p> <p>The post holder is required to resolve routine queries from staff, volunteers and suppliers and use the finance database and relevant files to investigate as required.</p>	

Desk instructions covering the responsibilities of this role should be developed and maintained by the post holder and signed off by the line manager. This requires the post holder to seek and communicate more efficient ways of working so it can be explored and included in our routine practices.

### **Communicating**

The post holder will be responsible for communicating with staff, volunteers and suppliers, clearly and succinctly explaining the charities financial processes in line with financial policies and providing support to claims, meeting deadlines and any documentation that requires evidence of expenditure.

Where documentation is not properly authorised, the post holder needs to communicate this in a professional manner to the relevant parties with an explanation of the appropriate procedure.

### **People**

No direct people management, but may be required to support temporary staff, assist the Finance Departments with routine tasks and to provide general support for the team.

The post holder will be required to provide cover for the Finance Officer (Accounts Receivable).

To ensure confidentiality always, only releasing confidential information obtained during employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and GDPR.

Assist with the annual audit as required by providing evidence of income or expenditure. This could be to any member of the finance team or directly to an external auditor.

### **Resources**

The post holder will not have budgetary responsibilities but will be required to check that items of expenditure by budget holders have been properly authorised before posting to the accounting system.

Keeping up to date with finance policies and procedures as required.

### **Knowledge, skills and expertise (person spec)**

#### **Essentials:**

- Experience and knowledge of bookkeeping and accounting including the processing of purchase and sales invoices
- Experience in BACS and cheque run
- Organisational and time management skills
- Experience of accounting software
- Experience in providing support to staff and budget holders
- Dealing with third party queries.
- Ability to prioritise manage own workload and meet tight deadlines.
- Strong oral and written communication
- High standard and accuracy of written work
- Proficient in Microsoft products, particularly Excel and word

#### **Desirables:**

- Familiarity with SUN and Q&A financial software and other finance software
- Experience within a charity
- Commitment to working within the charitable sector

- Affinity with the work of the Ramblers

### **Key Contacts**

**Internal:** Staff across the charity including finance team, budget holders, Trustees and volunteers

**External:** Suppliers, auditors and other charity stakeholders

### **Other essential requirements for the role-holder**

To maintain awareness and ensure compliance with policies including, confidentiality, health and safety and data protection.

**Ramblers is a volunteer-led organisation, and all staff are expected to work closely with volunteers and to manage relationships with function specific volunteers. For example, campaigns staff work with campaigning volunteers, finance staff work with finance volunteers, walking operations staff work with walk leader volunteers etc.**

To continue with personal development and attend training in line with role

To take a flexible approach to work and duties

Every member of staff is expected to show respect to their colleagues, our volunteers and members and to understand and adhere to the following:

- Ramblers Code of Conduct and Values
- Equality and Diversity Framework
- Health and Safety Policy
- ICT Security Policy

Staff should also ensure that they act in accordance with The Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003, Fundraising Code of Practice, Ramblers financial instructions and UK employment law if applicable.

The details contained in the Role Profile, particularly the key responsibilities, reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.