



Finance & Payroll Officer



INFORMATION FOR APPLICANTS FOR THE POST OF FINANCE & PAYROLL OFFICER

Thank you for your interest in being our **Finance & Payroll Officer**. 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.

About the Ramblers

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore and encouraging everyone to get outside and discover how walking boosts your health and your happiness.

Since 1935, the Ramblers have played a crucial role in:

- establishing National Parks
- establishing the first National Trail, the Pennine Way
- protecting paths and place them on definitive maps in England and Wales
- getting access to the countryside, including the Land Reform (Scotland) Act 2003, securing ancient freedoms and the Countryside and Rights of Way Act (2000) which opened up a million hectares of countryside in England and Wales
- helping people to go walking on friendly, group walks and with our and quality library of self-guided routes.

We are as relevant today as ever before. Our programmes and activities are many and varied. We provide:

- Self-guided routes for informal walking, including free, short routes for those new to walking
- Led group walks, including free health walks for those who need a helping hand to get started
- Outings, trips away and social events for our members
- Information and education to the public on places to walk, safety and equipment
- Advocacy and campaigning for a country designed for walking
- Monitoring and inspection of the path network and rights of access
- Maintenance and upgrading of path network

Volunteers are at the heart of everything we do. Other than small staff teams in London, Edinburgh and Cardiff, all our work is carried out by volunteers. Some 25,000 work 365 days a year, rain or shine, to deliver our mission.

This is an exciting time to be joining the Ramblers. In 2015, the Ramblers adopted a new vision and strategic framework. Under a new chief executive we are developing strategies, approaches and plans to help us achieve it. Come and join us and be part of this vital period in our history.

Our vision and strategic framework

Our vision is a country where everyone enjoys the outdoors on foot and benefits from the experience.

Over the next ten years, we will focus on three ambitions to help us make our vision a reality:

A country designed for walking

We want everything to be in place in England, Scotland and Wales so we can all enjoy the outdoors on foot and benefit from the experience. This includes great places to walk; a true right to roam and path networks that connect people with communities, history, and nature; we want to ensure the right support from government, society, public and private organisations to help us achieve this. A walking country will enable and motivate more people to walk, as a means of transport, for their health and wellbeing, to help the environment or for the sheer joy of it!

Helping everyone find their feet

Walking can take you anywhere. We want to provide the support and resources everyone needs, regardless of their age, background, fitness or mobility, to enjoy and benefit from walking outdoors. We want to help construct the national and local policies and programmes that give individuals and communities the opportunity to go out and walk, and we want to educate them about how walking can improve their health and wellbeing.

Connecting people through the Ramblers

We want to improve the health and wellbeing of the public by providing our own communities of walkers with the best possible Ramblers experience. This includes leading high-quality walks, facilitating outings and holidays that help people enjoy the best walking has to offer; producing expert resources so people can safely explore the outdoors themselves and connect with nature; and providing tailored support to individuals to help them progress from the sofa to the summits or the city street to the mountain peak.

We will do all this by leading from the front. Over the next ten years we will stand together with the outdoors community, inspire a new generation of walkers and continue to work in partnership to achieve our three ambitions.

Our priorities 2018 - 2021

As outlined in our strategic framework, we will “lead from the front” and invest in the five strategic priorities outlined below - to stimulate growth, to ensure continued value and relevance to our supporters, and to deliver our charitable aims over the coming decade.

We will invest in the five development priorities outlined below - to stimulate growth, ensure continued value and relevance to our supporters, and deliver our charitable aims over the coming decade.

TRANSFORMING OUR DATA, DIGITAL AND INSIGHT CAPABILITIES

We will create a suite of strategic capabilities including a data centre, insight hub, mobile apps and walk library with new creation and curation tools and a new website and communication system, to provide better insight and improved understanding of - and relevance to - to our supporters. This work will be led by our Director of Data Transformation and her team.

DEVELOPING A REGULAR CYCLE OF MAJOR CAMPAIGNS

We will deliver regular campaign activities throughout the year and innovative, awareness-raising approaches, to reach out and proactively involve supporters with our cause and deliver on our policy aims across all three nations. This work will be led by our Director of Advocacy and Engagement (A&E) and his team.

EXPANDING SUPPORT FOR VOLUNTEERING

We will develop our training, resources, policies and guidance for volunteers across the whole organisation. We will provide support for our walking activities, focusing on those delivering walks, path maintenance and area/group leadership volunteers. We will clarify and integrate our short health walks offer. This work will be led by our Director of Delivery and Development and her team.

GROWING MEMBERSHIP AND ASSOCIATED INCOME

We will put our members at the heart of our work. We will diversify our income through partnerships with individual supporters and with organisations such as the People's Postcode Lottery (PPL), Ramblers Walking Holidays, corporates and trusts; to continue to strengthen our financial position. This work will be led by our Director of Membership and Fundraising (M&F) and her team.

IMPROVING INTERNAL INFRASTRUCTURE

We will improve our in-house support systems (Finance, HR, telephony, video conferencing and remote access systems) through our Tapestry Programme. The upgrading of our foundational infrastructure will enhance our effectiveness and efficiency and help us deliver our mission. We will also develop a long term location strategy. This work will be led by our Director of Services and her team.

The operational priorities of the Service Team are:

- Develop Services KPIs inc. financial health & staff survey.
- Deliver "single sign on" for all staff & volunteers.
- Deliver Tapestry core improvements & replace wiki.
- Leverage Tapestry & DDT to continue data protection.
- Challenge endowment/capital trust.
- Maximise cash & investment funds.
- Develop people strategy - including workshops.
- Develop long term property & location strategy.

Our governance

At the heart of everything we do are our members who support our values and deliver the vast majority of our work by volunteering their time and energy. At our annual gathering, called the General Council, these volunteers elect a Board of Trustees who strategically run the charity on their behalf. Formally we are the Ramblers Association, but we operate as the Ramblers.

Whichever nation they call home, every member who joins us is part of Ramblers Great Britain. Ramblers Scotland and Ramblers Cymru operate independently but within the Ramblers GB family. Areas in Scotland and Wales elect a national council similar to the General Council. These councils elect an executive committee who set the strategic direction and policy for our work in Scotland and Wales. Our GB strategic framework and business plan are supported by equivalent documents for Ramblers Cymru and Ramblers Scotland.

Trustees delegate responsibility for the day to day management of the charity to our Chief Executive and her team.

The team

The Ramblers GB staff team comprises five divisions:

- chief executive's office – provides overall leadership to the organisation, supports local area leadership teams and makes sure our charity is governed effectively
- advocacy and engagement – lobbies and advocates on behalf of walkers, campaigns to bring about change for walkers, engages our supporters to help deliver our mission and generates income through fundraising
- delivery and development – helps get more people walking more often through member and non-member products and services including group walks, self-guided routes and path maintenance activities; ensures a consistent approach to the management and support of volunteers across the charity
- membership and fundraising – understanding the needs of our members and supporters, to recruit, retain and motivate our members so that we benefit from their loyalty, support and involvement with the charity. To lead fundraising activities to enable the charity to remain free to deliver its charitable aims.
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities, ICT and member recruitment and retention.

There are also teams in Ramblers Cymru and Ramblers Scotland, reporting via their directors, to the chief executive. These teams deliver the business plan for their nation.

We have frameworks which set out how work is delivered across our GB and national teams, to avoid duplication and maximise our efforts.

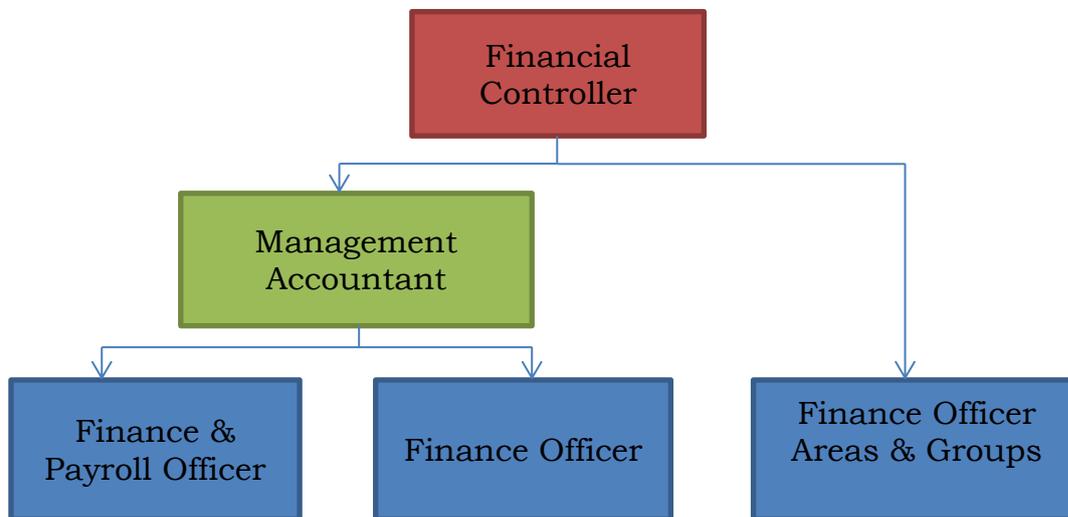
Our divisional structure does not neatly map to our strategic framework pillars. As a small organisation with big ambitions, all our work is delivered in a genuinely cross-team, collaborative way. Whichever division you join, you will have the opportunity to contribute to delivering all aspects of our mission.

Whichever team they're in, and wherever based, our staff all have a few things in common – a passion for walking and the outdoors, a love for our volunteers, and a commitment and resilience to make ambitious plans happen in a challenging environment.

The Role

We are looking for a highly skilled **Finance and Payroll Officer**.

The Finance Team



This position is part of the Services Division reporting to the Financial Controller. The Financial Controller reports to the Director of Services

The Challenge

It is important that the successful candidate incorporate and has the following skills

- The ability to prioritise, manage own work load to meet tight deadlines with a great attention to detail;
- Excellent communicator, with the ability to develop and maintain strong and effective working relationships with a wide range of people
- High standard and accuracy of written work

At the same time, you will need to be passionate about the outdoors as we are, with the confidence, resilience and commitment to ensure plans happen.

Success Measures

You will be able to:

- Demonstrate that you understand and support the Ramblers' core values.
- Understanding of the Ramblers payroll terms and conditions
- Understanding of the Finance Teams objections and goals

The Division

Mission of the Services Division is

- To provide high quality and cost-effective services to staff, volunteers and members of Ramblers to enable high levels of recruitment, participation and retention, and the implementation of the supporter journey.

- To provide high quality and cost-effective infrastructure to enable the delivery of activities that deliver our mission in a constantly changing external environment.
- To ensure that the financial and legal requirements of Ramblers are delivered in a way that maximises our accountability to our stakeholders.

Candidate Application Information

Initially please refer to the Role Profile (Job Description) below for this role to check that you meet the criteria in the “knowledge, skills and experience” section that are necessary for the job.

Then send us your CV and a covering letter along with the Equal Opps Monitoring form by 17 February 2019

Shortlisting – 20 February 2019

Interviews – 20, 21 and 22 February 2019

This can be e-mailed to recruitment@ramblers.org.uk or posted to:

Human Resources

Ramblers

2nd Floor Camelford House

87-90 Albert Embankment

London

SE1 7TW

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 not take up references before short-listing. 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>

This job pack contain information about the Ramblers, the job vacancy and the person required. You should read these carefully to make sure that the job and conditions are suitable.

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. It may be easier to

use headings relating to the requirements detailed in the person specification and demonstrate how you meet them.

Ensure your covering letter is no more than 2 pages long (2 sides of A4).

Whilst the application is by CV and covering letter, the successful candidate will be required to complete the Ramblers standard application form on appointment.

Equal Opportunities

The Ramblers is an equal opportunities employer. Candidates should note that our recruitment procedures are carried out in accordance with equal opportunities principles and selection is based on how well candidates meet the objective criteria, which are stated as the requirements for the job. We welcome applications from individuals regardless of race, gender, disability, gender re-assignment, marriage & civil partnership, sexual orientation and pregnancy or maternity

We ask that all candidates for this post complete the Equal Opportunities Monitoring Form available from the job page of our website - <http://www.ramblers.org.uk/jobs.aspx>, which will enable us to monitor the effectiveness of our Equal Opportunities Policy. The information is kept confidentially within the HR Department.

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.

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| Job Title: Finance & Payroll Officer | Responsible to: Management Accountant |
| Department/Division: Finance / Services | Responsible for: None |
| Contract: Permanent | Full Time (35 hours a week) |
| Grade: 3 | Location: Central London Office |
| <p>Purpose of Role:</p> <p>To support the organisation in providing financial services to the charity and its stakeholders. To ensure the delivery of finance functions. The includes day to day purchase processing activities, overall responsibility for payroll activities and providing support with maintaining records, production of financial reports, completing basic bookkeeping and accounting duties to ensure the smooth running of the finance department.</p> | |
| <p>As a Finance and Payroll officer, your responsibilities will include, but are not limited to: assist with monthly management accounts preparation including variance analysis/reports; posting journals; revenue analysis; process a monthly payroll; assist in year-end audit preparation; assist in the annual budgeting process.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Preparing, processing, and overall management of the charity's payroll and pensions in line with the charity's terms and conditions • Preparing, processing, filling and payments of all pension and payroll related activities in line with government guidelines and procedures. • Processing of purchase and sales invoices and ongoing reviewing and maintenance of the customer and supplier ledgers • Payment of purchase invoices and analysis of sales receipts • Preparation of reconciliations for bank accounts and other balance sheet control accounts • Provide support, assistance during budget preparation • Participate, assist and provide support with the annual audit process. • Support with the completion of financial reports on a regular basis and providing information to the finance team • Processing, recording and payment of staff and volunteer expenses including petty cash • Managing day-to-day transactions relating to purchase ledger and sales ledger • Dealing with petty cash and depositing of cheques • Suggest changes or improvements to increase accuracy, efficiency, and cost reductions • Provide support to staff via staff inductions and responding to queries • Ensure the organisations financial policies and procedures are understood and communicated effectively to staff • Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements and supporting the management accountant with the production of cashflow as and when required <p>To undertake such other duties as many be reasonably required of the post holder by the Ramblers.</p> | |
| <p>Decision-making</p> <p>The post holder is required to use their technical knowledge 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 Management Accountant on issues that fall outside of existing operating guidelines and knowledge. Guidance on day to day issues is also available from Financial Controller and Director of Services</p> | |

Analysis and initiative

The post holder is required to resolve routine queries from suppliers, staff, volunteers and other 3rd party stakeholders, and use the finance systems and relevant files to investigate as required. Various reports maybe required from time to time requiring analysis of data from the financial database to suit the relevant purpose e.g. Budget holder, Cost centre and Project reports.

The post holder is required to actively seek and communicate more efficient ways of working so it can be explored and included in our routine practices. This means desk instructions covering the responsibilities of this role should be developed and maintained by the post holder and signed off by the Management Accountant.

Communicating

The post holder is required to communicate with external bodies including Suppliers, external funders, HMRC and Pension providers. Internally with All staff, Trustees and volunteers.

A good telephone manner and proficiency with e-mail correspondence is essential.

People

Required to assist the management accountants with route tasks such as cashflow analysis, banking of cheques, staff inductions, training and advice. Provide general support for the team and dealing with maintenance of the team filing system and other related functions.

Work collaboratively with the HR team to ensure the accuracy and integrity of the data held within the HR/payroll system

Assist with the annual audit of the organisation by providing the requested evidence in relation to payroll, income and expenditure.

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.

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, coded and purchase orders attached before posting to the accounting system.

To keep up to date with finance policies and procedures through personal development and training.

Knowledge, skills and expertise (person spec)

Essentials:

- Excellent IT skills including data entry, excel and Microsoft office packages
- Working knowledge and experience of PAYE, SMP, NIC and running payroll
- Focused and diligent, with excellent attention to detail, along with the ability to prioritise and self- manage according to tight deadlines
- Methodical and organised approach to work
- Excellent communication skills, with the ability to develop and maintain strong working relationships with a wide range of people
- High standard and accuracy of written work
- Well-organised and flexible, with the ability to deal effectively and efficiently with competing demands
- Credit control experience

- Experience in producing budget reports.
- Experience in providing support to staff and senior managers
- Dealing with third party queries.
- Diplomatic and assertive
- Self-disciplined and efficient, with a flexible and proactive nature
- Knowledge and experience of finance packages (including payroll packages)
- Demonstrable experience in a similar role
- Willingness to take on responsibility for discrete projects or areas of activity and the ability to work independently and without close supervision as necessary
- High levels of integrity and discretion, and the ability to deal reliably with confidential information

Desirables:

- Part-qualified CCAB or AAT
- Familiarity with SUN and Vision financial software and latest payroll software
- Experience of working within a charitable organisation or an understanding of the Charities SORP

Key Contacts

Internal: Ramblers staff, Finance Team, Budget Holders, Volunteer

External: Suppliers, HMRC, Auditors

Other essential requirements for the role-holder

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

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.

Conditions of Employment

PAY

The commencing salary of this role is between £ 33,000 and £35,000 pa depending on experience

Cost of living increases are normally applied, subject to approval, in October each year. Salaries are paid on the 28th of each month via bank credit transfer.

We do not pay a separate allowance to homeworkers.

WORKING HOURS

The working week is currently Monday to Friday. 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. 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 stay. Reasonable travel and hotel expenses may be reclaimed using via 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.

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, employees will see 2.4% of their earnings going to their workplace pension. In turn Ramblers will be obliged to add a contribution that is the equivalent of 2% of your earnings. Tax relief adds another 0.6%.

In addition, 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 three 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.

RAMBLERS MEMBERSHIP

All staff on successfully completing their probation get free Ramblers Membership. 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 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, Ramblers will consider applications for flexible working arrangements.

The Ramblers will enable as many jobs to 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).