



ramblers
at the heart of walking

FINANCE MANAGER

JOB PACK



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INFORMATION FOR APPLICANTS FOR THE POST OF FINANCE MANAGER

Thank you for your interest in our Finance Manager 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

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

Interviews – 28th 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 **£35,000 - £40,000** 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 28th 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).

Job Profile

Job Title: Finance Manager	Responsible to: Financial Controller
Division: Finance Performance & Impact	Responsible for: Finance Officer x 2, Finance Officer (A&G)
Contract: FTC (12 months)	Hours: Full time, 35 hours
Band 4: £35 - £40k per annum	Location: Central Office, London

About the Ramblers:

Here at the Ramblers, we are passionate about helping everyone, everywhere to find their feet and protecting the spaces we all love to walk. We are the country's premier walking charity and the only organisation that combines the joy of walking with protecting the environment. Each year 300,000 people take part in our group walks. Our campaigns help make Great Britain a better place to live and walk and leave a vital legacy for future generations.

We have over 105,000 members and a proud campaigning history. Our Volunteers are at the heart of what we do whether leading one of 55,000 walks which take place every year, creating a library of routes for independent walkers, or looking after footpaths.

Purpose of Role:

This position is a key role in finance but also the surrounding organisation. As Finance Manager, your responsibilities will be to support the Financial Controller and the oversee the key financial transactional activities, include overseeing end-to-end finance operations, payroll, balance sheet reconciliations, looking to make improvements to procedures and controls, as well as ad-hoc projects and requests as and when they come up.

There may be elements of travel required across Nations (England, Scotland, and Wales)

Key Responsibilities:

- To support the production of annual financial statements for the charity and consolidated accounts for the charitable group, and to support for their audit, filing and distribution.
- To prepare and submit VAT returns as required, taking specialist advice as necessary.
- To supervise the maintenance of appropriate accounting records and ensure timely production of management information for the charity and limited company in a format and frequency directed by their trustees/directors.
- To assist in the development of policies and procedures for the charity and limited company, including, but not limited to, those affecting risk management and financial controls.
- To manage the payroll and ensure that payments and returns to the HMRC are completed as required, including monthly RTI. To ensure that all pension requirements are fulfilled in a timely manner.
- Support the development of new financial systems and controls across the organisation if required.
- Ensure the maintenance and financial integrity of the general ledger
- Oversee the accounts payable function, ensuring the integrity of the purchasing process.
- Oversee the sales ledger and credit control function and ensure the accurate recording of the charity's varied sources of income.
- Oversee the monitoring and budget setting of areas and groups finances
- To undertake other tasks delegated and required by the Financial Controller

Knowledge, skills, and expertise (person spec)

Essentials:

Knowledge

- Strong technical accounting knowledge
- Excel and modelling
- Creating statutory accounts
- Ability to delegate and manage the work of others
- Experience of AP and AR
- High standard and accuracy of written work.
- Ability to prioritise, manage own workload and meet tight deadlines
- Familiarity with SUN and Q&A financial software

Experience

- Experience of finance within a charity.
- Experience of preparing and submitting HMRC Returns
- Experience in preparing documents for audit
- Experience of Staff Management
- Experience of dealing with senior managers.

Qualifications

- Part Qualified (CCAB) with an understanding of charity accounting or Qualified by Experience (QBE)

Desirables:

- Commitment to working within the charitable sector
- Affinity with the work of the Ramblers

The details contained in the job description, particularly the key responsibilities, reflect the content of the job. 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, we will revise this job description from time to time.