



# CHEMTrust

Protecting humans and wildlife  
from harmful chemicals

## **Job Description**

<b>Position:</b>	Finance and Resources Officer
<b>Based at:</b>	London or homeworking with occasional visits to the London co-working office.
<b>Contract:</b>	Permanent
<b>Hours:</b>	P/T 28 Hrs/Wk (0.8FTE)
<b>Salary:</b>	£35k (pro rata) plus generous pension contribution
<b>Holiday:</b>	31 working days paid holiday in each holiday year (pro-rata for part time staff), in addition to English bank and public holidays (pro-rata for part time staff).
<b>Line Manager:</b>	Director of Finance and Resources

## **Background**

### **Mission of the organisation**

CHEM Trust's overarching aim is to prevent human-made chemicals from causing long term damage to wildlife or humans, by ensuring that chemicals which cause such harm are substituted with safer alternatives.

We are a small, dynamic and influential environmental NGO, working mainly at the EU and UK level. We are science-based, working at the science and policy interface. We work closely with NGOs, scientists and decision-makers in the UK, across Europe and globally.

CHEM Trust is a collaboration between CHEM Trust, a UK registered Charity, and CHEM Trust Europe eV, which is a charity (eV) based in Germany. Both legal entities work closely together on projects under the name CHEM Trust. More information about CHEM Trust's work and team is available from our websites:

- <https://chemtrust.org/> (public)
- <https://chemtrust.org/policy/> (policy)
- <https://chemtrust.org/de/> (in German)

## **Purpose of the role**

The Finance and Resources Officer is responsible for supporting the smooth functioning of CHEM Trust's internal operations. This will include day to day tasks including the administration of the accounts processes (Xero), assisting the DFR to meet the monthly/quarterly/annual reporting deadlines and ensuring that the integrity of the internal systems and processes are maintained to a high standard.

## **Key Duties and Responsibilities**

### **Finance:**

- Enter all income and expenditure onto the accounting software (Xero), ensuring correct posting to nominal codes
- Maintain the revenue and purchase ledgers and keep funder and supplier details up to date.
- Action changes to the nominal ledger as directed by the DFR.
- Complete monthly bank reconciliations of CHEM Trust bank accounts.
- Process month end journals covering payroll and others as advised by the DFR.
- Ensure timely payment of approved supplier invoices.
- Ensure timely payment of organisation-wide expenses.
- Ensure income is received within the timeframes outlined in contracts and highlight late receipts and discrepancies.
- Reconcile the company credit card(s) – monitoring processes and payments.
- Provide ad hoc operational support across the CHEM Trust team on relevant finance matters.
- Assist during the year end and audit process by completing schedules and resolving queries as required by the DFR
- Assist the DFR in the management of organisational budgets, project budgets, bank accounts, income and expenditure, and highlight financial exceptions.
- Assist the DFR with ad hoc reports for funding bids and deadlines
- Assist the DFR with the rolling review programme of financial procedure

### **Procurement:**

- Maintain the purchase order system on Xero, ensuring correct posting to nominal codes
- Monitor purchases against payment authorisation levels to ensure compliance
- Monitor regular payments and subscriptions against the annual schedule
- Liaise with outsourced third parties in the absence of the DFR as required (e.g., bank, IT service providers, insurers etc).
- Assist the DFR with the rolling review programme of procurement procedures

### **HR:**

- Administer and reconcile CHEM Trust staff leave records.
- Administer CHEM Trust staff training records
- Work with the DFR as required on specific projects as they arise.
- Provide back-up HR administrative support as required.
- Provide support where necessary to ensure effective day-to-day implementation of Health & Safety and data protection.
- Assist the DFR with the rolling review programme of HR procedures

### **Governance:**

- Assist the DFR to collate and maintain the governance records
- Provide support where required to ensure effective governance within CHEM Trust.

### **General:**

- Represent and be an ambassador for CHEM Trust
- Work to support the mission, ethos and values of CHEM Trust
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data.

- Familiarise with, and adhere to CHEM Trust Processes, Policies and Procedures.

This role may include working outside normal hours - we operate a time off in lieu system. You must also have the right to live and work in the UK.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from black and minority ethnic candidates, as they are currently underrepresented in the UK charity sector.

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

**To apply, please send us:**

Your CV and a 2-4 sides (maximum length) covering letter explaining (with examples) how you meet each of the essential (and desirable if possible) skills as outlined in this job description and person specification.

Your CV or the covering letter should include the names and contact details of two references with knowledge of your work.

Please send your applications to [people@chemtrust.org](mailto:people@chemtrust.org)

**The deadline for applications is 4pm on 22nd February 2023.**

**There will be a short online test as part of the recruitment process. This will take place on 2nd March 2023.**

**We plan to interview shortlisted candidates on 6<sup>th</sup> March 2023.**

Unfortunately, we only have the capacity to contact shortlisted candidates.

## **Person Specification – Finance and Resources Officer**

### Experience and Qualifications

Essential	Desirable
<p>1.Full AAT qualification</p> <p>2. Willingness to undertake further training as required</p> <p>3.Significant experience of administering all aspects of the accounting function, preferably in the charity sector.</p> <p>4.Excellent understanding/fully conversant with the principles of double entry bookkeeping.</p> <p>5.Significant experience of maintaining financial records, budgeting and producing management accounts and reports.</p> <p>6. Significant experience of using Xero accounting software and a commitment to maintaining/updating own knowledge of Xero</p> <p>7. Good working knowledge of excel spreadsheets, including advanced functions</p>	<p>1.Additional relevant qualifications in either HR, procurement, governance or IT</p> <p>2.Evidence of ongoing commitment to professional development</p> <p>3. Sound understanding of Charity SORP</p> <p>4. Proven track record of effective financial management including monitoring and interpreting financial data and creating financial reports.</p> <p>5. Experience of finance monitoring for fundraising and reporting purposes.</p> <p>6. Expert Xero user</p> <p>7. Fully conversant/advanced user of MS Office suite</p>

### Skills, Knowledge and Abilities

Essential	Desirable
<p>1. Excellent interpersonal skills</p> <p>2. Excellent organisational skills</p> <p>3. Ability to work on own initiative</p> <p>4. Ability to problem solve and prioritise</p> <p>5. Excellent literacy and numeracy skills</p> <p>6. Ability to learn and adapt quickly</p> <p>7. Ability to work under pressure to meet tight deadlines</p> <p>8. Able to be assertive and communicate outcomes appropriately</p> <p>9. Accurate data inputting skills and attention to detail</p> <p>10. Able to travel to the London co-working office at least once per month (and preferably more often)</p> <p>11. Works well in a team with a flexible approach to work</p> <p>12. Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.</p>	<p>1. Understanding of charity governance</p>