

COTSWOLDS CONSERVATION BOARD

JOB DESCRIPTION

Position:	Finance & Administration Officer
Grade:	SO2, £30,218 - £31,986
Hours:	37 hours a week.
Responsible to:	Director
Responsible for:	Administrative Assistant and LEADER Programme Assistant
Contact with:	Within the Conservation Board The Board and its Members The Director, Staff and Voluntary Wardens Internal Auditor Outside the Conservation Board The Board's bankers, insurers, pension fund, HMRC, providers of support services to the Board Consultants and contractors External auditor Funding bodies (Defra, Rural Payments Agency (RPA), Natural England, HLF, Local Authorities) Other Conservation Boards, AONB partnerships, National Park Authorities and the Friends of the Cotswolds Charity.
Main Purposes of Post:	Act as the Board's Responsible Finance Officer (RFO) as defined by statute and regulation; Provide and manage accountancy and financial services to the Board; Act as the Board's Office Manager, ensuring the smooth day to day running of the Conservation Board's offices in Northleach; Provide corporate governance advice to the Director and the Board.

Background:

The Cotswolds AONB is the largest of the Areas of Outstanding Natural Beauty (AONB) and third largest Protected Landscape in England.

The Conservation Board has two purposes:

- to conserve and enhance the natural beauty of the AONB
- to increase the understanding and enjoyment of the special qualities of the AONB

In fulfilling these purposes the Board seeks to foster the social and economic well-being of people living in the AONB.

It is an independent organisation with 37 Board members nominated by the local authorities, parish councils and the Secretary of State (Defra). Funding for the Board's main budgets is provided through contributions from Defra, local authorities and Natural England. The main budget is supplemented through applications to grant funding organisations for a variety of projects.

Main Activities:**Finance:**

1. Proactively develop and maintain the Board's financial systems.
2. Provide financial and budgetary reports to officers, the Director, the Executive Committee and the Board and input to the Board's business planning process.
3. Prepare annual reports, the annual return and Statement of Accounts.
4. Manage the Board's corporate risk management process and insurance contract.
5. Manage and liaise with the Board's auditors. Implement agreed audit recommendations in consultation with the Director.
6. Manage the LEADER Running Costs & Animation (RCA) claim process and provide financial support to the Programme Manager
7. Prepare and monitor other grant claims e.g. Cotswold Way National Trail grant.
8. Manage service level agreements with service providers.
9. Monitor and advise on cash flow and the investment strategy.
10. Manage banking arrangements and regular reconciliation of all bank accounts.

11. Maintain oversight of the weekly payments on invoices certified by officers and authorised in accordance with delegated authority.

12. Account for Value Added Tax and Corporation Tax as applicable.

13. Manage and account for payments received and for the Board's Charge Cards.

Board and Executive Committee Meetings:

14. Compile papers for Board and Executive Committee meetings.

Office Manager:

16. Develop and maintain appropriate and effective procedures for the overall day to day running of the Board's office.

17. Budget manager and monitor for delegated supplies and services budgets.

18. Maintain an overview of health and safety requirements for the safe running and operation of the office. Act as key holder and fire warden.

Other:

19. Assist with and undertake any other relevant duties as may be allocated from time to time by the Director.

Conditions of service:

The Conditions of Service of the National Joint Council for Local Government Services.

The Local Conditions of Service are contained in a Staff Handbook.

This post is subject to two months' notice on either side.

The operational base will be the Board's offices at Northleach, Gloucestershire.

Casual car allowance is payable.

The postholder will be required to comply with the Board's Health and Safety policy.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
Part qualified accountant	Essential	Application/certificates
Qualified accountant	Desirable	Application/certificates
Experience		
Minimum 5 years' experience in financial management, accounting and budget preparation	Essential	Application/Interview
Experience of the public sector	Desirable	Application/Interview
Strong experience in an administrative capacity	Essential	Application/Interview
Experience of supporting committees, agenda compilation and minute taking	Essential	Application/Interview
Experience of establishing and operating systems for the smooth running and operation of an office	Desirable	Application/Interview
Skills		
Excellent IT skills – Sage, MS Office, spreadsheets and other accounting systems	Essential	Application/Interview/Reference
Good written and oral communication skills	Essential	Application/Interview/Reference
High standard of numeracy and analytical skills.	Essential	Application/Interview/Reference
Sound understanding and practical experience of financial and administrative systems	Essential	Application/Interview
Ability to work as part of a team	Essential	Application/Interview
Ability to work effectively under pressure and with the minimum of supervision	Essential	Application/Interview
Ability to respond to fluctuating workloads and priorities and to work effectively under pressure and with the minimum of supervision	Essential	Application/Interview
Other		
Knowledge and experience of implementing Health	Desirable	Application/Interview

and Safety legislation

Personal Qualities and Attributes

Discretion and confidentiality	Essential	Interview
Tact & diplomacy	Essential	Interview
Accuracy and attention to detail	Essential	Interview
Initiative and problem solving skills	Essential	Application/Interview
A commitment to the principles of Equal Opportunities	Essential	Interview

Dated: 08.06.2018