



high

trees

Job Pack

SENIOR FINANCE OFFICER

Welcome to High Trees!

High Trees Community Development Trust was established by residents in 1998 to serve the needs of the local community in Tulse Hill. We were set up by local residents from St. Martins' Housing estate, who campaigned to bring the recently closed public library into community ownership.

Since then, High Trees has grown into a multidisciplinary charity. We continue to stay true to our founding vision, to deliver impactful services focusing on the needs of the local community.

Our 5 cornerstone support areas provide integrated services in:

- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses.
- **Children, Young People & Families:** Running the Tulse Hill Adventure Playground and working on the basis of early intervention, we deliver a range of services focused on play, study, coaching and social action aimed at improving the aspirations and well-being of children and young people.
- **Employment & Careers:** We provide bespoke one-to-one employment support with experienced advisers who are experts in helping those with multiple barriers find work.
- **Research & Development:** Focusing on our partnerships, community-based research and sector capacity building support, our Research & Development team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.
- **Community Action:** We have embedded Community Organising within the locality to nurture and capacity build individuals and community groups to develop advocacy skills and empower them to take collective community action on issues that affect them, whilst also improving representation in decision making.

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.



SENIOR FINANCE OFFICER

Job Description

Salary	£35,000 - £40,000
Hours	Full-Time (35 hours per week)
Location	High Trees, 220 Upper Tulse Hill, London SW2 2NS Please note that this role requires full-time office-based working.
Reporting to	Head of Operations

The Senior Finance Officer will sit at the heart of our Operations Team, reporting to the Head of Operations and the Co-CEOs and playing a crucial function in ensuring the efficient day-to-day management of the organisation's financial functions.

This will include all day-to-day management of our financial systems and banking, including our accountancy software (Quickbooks) and our internal financial spreadsheets. This involves recording and tracking the income expected from funders, processing invoices and payments, preparing payroll and producing monthly reconciliations and termly budgets. You will also work with our teams to ensure compliance with our financial policies, process expenses and work with our external accountants each year to provide the information needed for our accounts.

You will also research, advise and steer on both necessary changes to our processes, policies and procedures and standalone project work which may involve tasks such as reviewing our pensions processes or any savings and investments. You will understand and enjoy the challenge that working at a charity with multiple complex funding streams brings.

You will have experience of similar work, ideally in the charity sector and will be familiar with the use of both accountancy software and managing cashflows and budgets using Excel. You will have excellent communication and people skills as well as a proactive approach to problem solving and be methodical with a very keen attention to detail.

ROLE OVERVIEW

- Managing the day-to-day administration of the organisational finances and financial systems including tracking and managing all expected income and outgoings using QuickBooks and Excel.
- Maintaining central records of High Trees income sources from funders and contractors for the purpose of invoicing and recording income due and received.
- Generating invoices, processing payments and keeping accurate financial records.
- Producing monthly and quarterly reconciliation reports and budgets and financial projections when requested.
- Working with teams to produce budgets and our accountant to prepare information for our annual accounts.
- Processing payroll and associated paperwork.



PERSON SPECIFICATION

The person specification is an idea of the skills, knowledge and experience required to carry out the job. It will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

Essential

- Experience in using accountancy software or finance systems
- Minimum of 2 years' experience of working with finances
- Must possess excellent literacy, numeracy and IT skills capable of mastering new systems as needed
- Must be a good communicator and have excellent attention to detail
- Eager to learn and develop
- Ability to adapt and be flexible to meet the Charity's needs
- Competent user of Microsoft Office applications, such as Outlook and Teams

Desirable

- Previous experience using QuickBooks
 - Experience working within a charity or community setting
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HOW TO APPLY

Please send a completed CV, covering letter (no more than 2 pages explaining how you meet the key accountabilities and the personal specification), the applicant monitoring form and the additional information form to admin@high-trees.org with 'Senior Finance Officer' in the subject line.

All applications must be received by 4th June 2024 at 11:59pm.

QUERIES

If you have any questions about the role or High Trees, please contact: admin@high-trees.org

Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 30 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD. They are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Management Team have been promoted from within our organisation.

Employee Benefits

- 35 days annual leave (inclusive of bank holidays and 3 Christmas days) rising by 1 day each year after 2 years' service (capped at an additional 8 days)
- Enhanced maternity/paternity/adoption leave after 2 years' service
- Save money off a new bike with the Cycle to Work scheme
- Up to 7% contribution to the staff pension scheme
- 24/7 Employee Support Line
- Clear pay structure with yearly increments (based on performance)
- Annual Staff away day
- Premium eye-care vouchers through Specsavers and season ticket loans

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.

