



## BATH CITY FARM

<b>Job title:</b>	<b>Finance Assistant</b>
<b>Hours of work:</b>	<b>15 hours per week (to include Mondays)</b>
<b>Contract:</b>	<b>Permanent</b> (on successful completion of probation)
<b>Pay band:</b>	<b>Band C Salary £10,788 per annum (FTE £26,971)</b>
<b>Responsible to:</b>	Line managed by the Finance Manager
<b>Responsible for:</b>	No line management

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### About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction for families and children.

From the beginning our Vision has been to build a healthy community rooted in nature, food, farming and each other. As a welcoming urban farm, we use our unique setting and targeted projects to educate, improve wellbeing and transform lives. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production.

All staff are expected to carry out their roles in line with the Farm's core values:

- **Diversity is strength:** We work to remove barriers to encourage participation and promote fairness and equitable opportunities for all. We foster a culture of respect and dignity.
- **Power in community:** Each person has unique gifts and perspective to share. Nurturing and valuing these strengths collectively gives us power to make positive changes in our communities.
- **We are nature:** We are a part of nature and nature is us. We therefore aim to create conditions for biodiversity and natural ecosystems to thrive in all our activities and choices.
- **Open and participatory:** We aim to communicate openly and create meaningful opportunities for communities to contribute to the direction of the Farm.
- **Free or affordable:** The Farm site will always be free at the point of access for people to explore and enjoy. We endeavour to provide all our activities free or fairly priced.

- **Working with care:** We approach our work with care, to create quality solutions and minimise harm to people and the environment.

### **Overall purpose of the job:**

Carrying out the day-to-day bookkeeping, responsible for financial systems and processes to ensure the timely processing of all financial transactions, keeping up to date and accurate records to facilitate the accurate reporting of the Farm's finances.

Working with the Finance Manager you will implement efficiencies and improvements to support strong financial management and decision making

### **Main duties and responsibilities:**

- Maintain accurate and up to date financial records using QuickBooks accountancy software.
- Execute day to day financial operations, including invoicing, payments and journal posting.
- Reconcile cash and company bank accounts.
- Post and reconcile all transactions made using company expense cards
- Post and reconcile all petty cash expenditure.
- Process and file all financial paperwork.
- Maintain strong internal controls and ensure compliance with financial policies.
- Identify and implement process improvements across financial operations.
- Support the Finance Manager in project work related to finance transformation.

### **Leadership and management responsibilities:**

- Responsible for day-to-day management of financial operations.

### **Fundraising, income generation and finance responsibilities:**

- Provide financial data to support grant fundraising and reporting.
- Provide monthly reports to budget holders to support them in tracking spending.

### **Communications and relationships responsibilities:**

- Work closely with the Finance Manager to ensure a high standard of financial systems and procedures are always maintained.
- Liaise with the Farm's external accountants as required.
- Liaise with budget holders and staff to ensure spending and recording of budget activity is carried out to a high standard.

### **Analysis and judgement responsibilities:**

- Accurate and timely processing, reconciliation and investigation of variances to support timely financial reporting.

**Problem solving and autonomy**

- Proactively resolve financial issues to support the smooth and efficient running of the Farm, escalating to the Finance Manager when required.

**Person specification**

<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• At least two years bookkeeping experience.</li><li>• Accounting qualification (such as AAT, ACCA, CIMA, ICB) or equivalent relevant experience.</li><li>• Confident and proficient to learn and use new software including integrating software and understanding new technologies.</li><li>• Highly competent user of Microsoft Office especially Excel.</li></ul>	<ul style="list-style-type: none"><li>• QuickBooks Accounts software experience.</li><li>• Experience of supporting the development of financial systems for charities.</li><li>• Experience in a customer service environment.</li><li>• Experience of working with disadvantaged communities.</li></ul>
<b>Competence, Knowledge and Skills</b>	
<ul style="list-style-type: none"><li>• Demonstrable solid working knowledge and experience of finance management.</li><li>• Good knowledge of a wide range of financial policies and procedures.</li><li>• Excellent written and verbal communication skills.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of city farms and how they operate.</li><li>• Understanding of the issues faced by people living in disadvantaged communities.</li></ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"><li>• Able to work quickly and accurately with meticulous attention to detail.</li><li>• Self-motivated, able to work unsupervised, to take initiative and to meet deadlines.</li><li>• Able to work as part of a small team.</li><li>• Highly organised with good time management skills.</li><li>• Resilient and adaptable to a changing working environment, and the ability to work confidently and flexibly through periods of development.</li><li>• Commitment to the values and vision of the Farm.</li><li>• A non-judgmental attitude.</li></ul>	