JOB DESCRIPTION

JOB TITLE:	Finance and Administration Officer (Land of the Fanns Landscape Partnership)
REPORTS TO:	Scheme Manager (Land of the Fanns Landscape Partnership)
RESPONSIBLE FOR:	No direct reports
LOCATION:	Thames Chase Forest Centre, Pike Lane, Upminster, RM14 3NS
CONTRACT TERMS:	Part time 17.5 hours per week on a 4-year fixed term (March 2018 – March 2022).
SALARY:	£11,000 per annum. £1,000 bonus payable on successful completion of 4-year term.

Job Summary

The Land of the Fanns Landscape Partnership Scheme is a 5-year programme seeking to restore, discover and celebrate one of the last remaining landscapes of London as it once was. Building on the landscape regeneration story of Thames Chase Community Forest established in 1990, the adopted narrative for our fragmented and misunderstood landscape is inspired by Leslie Thompson's book 'The Land that Fanns', describing a more unified time that many still remember. Through developing a renewed understanding and appreciation of landscape significance, our partners and communities will be better placed to champion it, work more effectively as a landscape partnership and influence strategic decisions that affect the landscape, long after the Scheme ends.

You will help underpin the successful day-to-day operation of the Landscape Partnership by ensuring that the financial reporting and monitoring of the Scheme runs smoothly on a quarterly claim cycle. As part of a team of four, you will also assist with cross-cutting marketing, volunteering and engagement projects as needed, in particular promotion and co-ordination activity which requires consistent and methodical support.

Key Tasks

1. ***Finance***

- Establish effective systems for financial management, including updating the finance tracker and producing cash flow forecasts, to evidence the quarterly claims to the Heritage Lottery Fund
- Liaise with project partners on invoicing, income and expenditure transactions and all associated evidencing of delivery
- Compile quarterly grant claims including submission of all appropriate paperwork
- Provision of project finance advice and support to all project leads and staff
- Support the Scheme Manager on the preparation of financial reports to the Land of the Fanns Strategic Board, HLF, Thames Chase Trust & London Borough of Havering

2. ***Administration***

- Provide comprehensive administration support for the Land of the Fanns Delivery Team
- Support the team in the preparation of papers for partnership meetings and events
- Support the team with the ongoing promotion and marketing of the Scheme at activities, events and online via the website and social media
- Support the team with the coordination of volunteers, schools and associated engagement work throughout the Scheme
- Manage bookings for internal and external meetings and events including meeting rooms, equipment, catering, as well as supporting the team at events
- Produce a range of documents relating to the administration of the Scheme including reports, meeting minutes, data input, collation and copying to deadlines whilst maintaining accuracy and quality
- Liaise with project leads on the production of quarterly progress reports to include financial information, key delivery activity and achievement of outcomes to inform quarterly HLF claims and Partnership reports
- Support the Scheme Manager with the procuring and commissioning of services and equipment, adhering to the procurement guidelines agreed for the Scheme
- Handle incoming telephone calls, taking messages and routing as necessary
- Establishment and maintenance of central office filing system in accordance with Trust procedures

3. ***Additional responsibilities***

- Comply with Thames Chase Trust organisational policies including Health and Safety, Equal Opportunities and other such policies that relate to employment with Thames Chase Trust
- Maintain the integrity of the Land of the Fanns and Thames Chase brands in all internal and external communication
- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Trust

- Maintain working knowledge of the policies and regulations governing the Trust
- Attend staff meetings as required
- Undertake any training and development required to ensure successful performance within the post
- Any other duties commensurate with the level of the post

Person Specification

	Essential	**Desirable**
Education/ Training	Good standard of education to GCSE equivalent, particularly in English and Maths	Business Administration or finance management related qualification
Experience	Experience of providing an administrative service in a business environment which includes the implementation and monitoring of office systems	Experience of providing administrative support for grant funded programmes or projects, particularly Heritage Lottery Funded schemes
	Experience of managing a varied workload of administrative and financial tasks, prioritising to meet target deadlines	
	Experience of dealing with external clients, partners, contractors and suppliers	
	Substantial experience of using software packages, in particular Microsoft Word, Excel and PowerPoint	
Knowledge	A good understanding of general administrative procedures	
	Excellent knowledge of financial systems and processes	
	Understanding of office filing systems	
Skills	Excellent organisational skills to enable the provision of an effective and efficient administration service	
	Good communication skills (written and verbal)	
	Ability to maintain confidentiality as required	
	Ability to work on own initiative, taking responsibility for task delivery to time and within budget, only referring matters upwards as	

	necessary	
	Ability to work as part of a team	
	Ability to achieve targets and deadlines whilst still maintaining quality	
Other	Prepared to undertake occasional work out of hours	
	A commitment to Equal Opportunities and Diversity in all work practices	
	Full Driving Licence	
	An appreciation and commitment to Health and Safety issues in the workplace	