



FINANCE MANAGER

Salary: £26-32,000 d.o.e. (+ benefits, contributory pension)

Location: Penryn, Cornwall

Hours: Full time, permanent - 37 per week

Closing date: Midday on Monday 20th February 2017

Interview date: Friday 24th February 2017

Start date: Monday 20th March 2017 (approx.)

How to apply: Complete the application form on our website:

<https://www.coolearth.org/work-for-us/>

ABOUT US

Cool Earth is the charity that works alongside indigenous villages to halt rainforest destruction. Over the last ten years, Cool Earth has used its community-led model to save over 600,000 acres of at-risk rainforest. Unlike any other rainforest NGO, Cool Earth protects forest by empowering the people who live there. We don't buy land or create reserves. We make sure rainforest protection goes hand in hand with better lives.

Cool Earth is not funded by governments. Instead we are supported by a loyal group of businesses, trusts, individuals and Adventurists. Their commitment to Cool Earth's pioneering model has created a network of village partners in the Amazon, Congo and Oceania that each year recruit more communities to join in keeping their rainforest standing.

Cool Earth's success is down to a light touch approach that puts local people back in control of their forest. By helping to build incomes that depend on the forest being kept safe, we work to ensure that forest protection becomes self-funding. The enthusiasm of forest communities to work alongside us means we have the enviable problem of more prospective village partners than our capacity allows for.

Our programmes team are addressing this issue with a redesigned implementation model that will keep Cool Earth at the forefront of NGO innovation. It will focus Cool Earth's work on making the biggest impact on communities' health, wealth and autonomy. It will create the most compelling conservation model the rainforest has ever seen and forge real relationships between funders and villages.



ABOUT YOU

You will be scrupulously honest with an excellent track record of financial management. You will play a critical role in managing the finance and accounting operations of Cool Earth. You will take ownership of the production of regular financial reports, maintenance of our accounting system and records, manage a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and work with the Director to ensure that reported results comply with GAAP and other reporting requirements.

Candidates should have an excellent level of attention to detail, the ability to work calmly under pressure, and delight in working with an ambitious team.

In your role as Finance Manager you will:

- Be responsible for maintenance of accounting systems and finance solutions that support a growing international charity.
- Assist the Director to manage and improve current systems, processes, and internal controls in order to put in place all necessary solutions to support reporting, compliance and forecasting.
- Manage processes for invoicing, collections, processing expense reports, bank reconciliations, providing information for the external completion of payroll runs, and monthly budget variance reports.
- Coordinate and assist with regulatory filings.
- Assist with the year-end close process by performing accruals and variance analyses.
- Collaborate with the Data & Insight Officer to prepare monthly financial statement reports providing accurate analysis of the charity's income.
- Interface with the Director on financial matters as required.
- Manage relationships with banks and third-party payment processing vendors.
- Perform accounting transactions including, but not limited to: AP/AR, GL, budgeting and expense tracking against budgets to actual reports.
- Assist the Director on expense and cash forecasting and planning.



PERSON SPECIFICATION

Essential

- AAT, ACA, ACCA, CIMA qualification required (or international equivalent).
- Familiarity with cloud based accounting and online book-keeping.
- Ability to create and manage complex accounting and reporting systems.
- At least three years accounting/finance experience, preferably in the charitable sector, including one year's Accounts/Finance Manager experience.
- Comfortable managing high value transactions.
- Knowledge of Gift Aid processes.
- Ability to work flexibly, independently, to cope with a heavy workload and complete tasks in a timely way.
- High level of competency with the MS Office suite (e.g. Word, Excel and PowerPoint).
- Knowledge of CRM systems and website CMS.
- Genuine interest in and commitment to the humanitarian and environmental principles of Cool Earth.

Desirable

- Experience with Xero.
- Educated to degree level and/or equivalent level accounting qualification.
- Ability to speak other languages, e.g. Spanish, French.
- Ability to proactively identify key issues, think ahead, anticipate needs and use judgement to adapt.
- Ability to remain focused and calm under pressure in order to deal with ambiguities and conflict.
- Experience in handling financial, personal and confidential information with discretion.

Things every member of the team is:

- Reliable – we follow through on every job, big or small.
- Informed – The world's complicated so we're always curious.
- Self-motivated – we fix problems without asking permission.
- Tonnes of initiative – we fix problems by digging for root causes.
- Love variety – we're a small team; jobs outside our job spec are a perk.
- People person – helping others be more successful is how we improve.



Cool Earth uses the following tools:

- Apple Macs
- MS Office
- Adobe Suite for Design
- E-mail sits on the Gmail platform
- Our website uses Wordpress
- CiviCRM holds our supporter data
- Xero is our account management system