

Finance Officer (Local Party Support)

Job Description and Person Specification

Purpose of the role

To collect and collate financial reporting information from the party's c.300 Accounting Unit (AU) volunteer treasurers.

To provide guidance and support to treasurers on their financial reporting responsibilities.

Salary:	£27,863 to £34,643 per annum FTE (points 6 – 17 on the GPEW pay scale)
Hours:	Full-time – 35 hours per week although part time applications will be considered
Job type:	Fixed term contract for 6 months
Location:	Office-based in London, remote or hybrid
Line manager:	Financial Controller
Line management responsibility:	N/A
Key relationships:	Head of Finance, Field Organisers, Volunteer Treasurers

Application process:

We welcome and encourage informal conversations about the role. Please contact fiona.shaw@greenparty.org.uk to arrange a call.

Please apply via the Applied recruitment platform at:

<https://app.beapplied.com/apply/2ptz3bvola>

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

We welcome applicants from all backgrounds and communities, in particular those that are currently under-represented within our staff team. This includes, but is not limited to, people from minority ethnic groups and those who identify as disabled.

If you require any adjustments to help you complete the application, please contact hr@greenparty.org.uk

Closing date: 9:00am on Tuesday 2nd July 2024

Interview date: Tuesday 9th July

Principal Roles and Responsibilities

Financial Reporting

1. Collecting and collating income and expenditure records from Accounting Unit treasurers.
2. Checking the completeness and accuracy of all financial data supplied by treasurers.
3. Preparing financial data for statutory reporting, such as VAT reporting and Electoral Commission returns.

Supporting Volunteer Treasurers

1. Devising and delivering written guidance and training sessions to treasurers.
2. Drafting template accounting and record-keeping documents to help induct new treasurers.
3. Answering queries via email and over the phone from treasurers.
4. Chasing missing returns from treasurers and raising and resolving queries relating to returns submitted by them.

Administration

1. Ensuring that information about the party's Accounting Units and treasurers are kept up to date and reporting such information to relevant regulatory bodies, such as the Electoral Commission.

Any other ad-hoc support and duties

2. Supporting the Financial Controller and Head of Finance in other duties that contribute to the success of the team.

Person Specification

	Attribute	Essential/ desirable	Assessment
Skills/abilities	Excellent written and verbal communication skills, using diplomacy and tact	Essential	Application/ interview
	Able to communicate financial and regulatory information to non-finance specialists	Essential	Application/ interview
	Proficiency with Microsoft Excel (intermediate or advanced level), including handling large datasets	Essential	Exercise
	Highly organised, capable of	Essential	Application/ interview

	handling multiple tasks with competing deadlines with a high level of attention to detail		
	Familiar with using large databases for data analysis and reporting	Desirable	Application/ interview
	Familiar with using Microsoft Office programs including Outlook and SharePoint.	Desirable	Application/ interview
	Creative approach to devising ways of making processes more efficient	Desirable	Interview
Experience	Bookkeeping experience, including use of computerised accounting software	Desirable	Interview
Knowledge	Understanding of Green Party organisation at local, regional and national level	Desirable	Application/ interview
	Understanding of the principles of VAT as it affects both income and expenditure.	Essential	Exercise/application/ interview
	Understanding of Electoral Commission financial regulations	Desirable	Application/ interview
	Understanding of the principles of financial regulatory reporting	Essential	Application/ interview
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential	Interview
Personal circumstances	Not a member of another UK political party	Essential	Application
	Eligible to work in the UK	Essential	Application
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Desirable	Application
Equality	Committed fully to the principle of Equal Opportunities for all inline with Green Party policies	Essential	Interview

Background Information

The Green Party is regulated under the Political Parties, Elections and Referendums Act 2000 (PPERA). This covers the activities, and income & expenditure reporting of all political parties. The Party has approximately 300 autonomous Accounting Units (AUs) registered with the Electoral Commission (EC). These comprise Local Parties, Regional Parties, Wales and some of the Party's Special Interest groups.

Every AU must have a treasurer registered with the EC. These are all volunteers and most do not have any formal accounting training or experience.

Each AU has its own bank account receiving donations and other income, and spending money on local campaigning activities and administration. The AU treasurers are required to check the permissibility of certain donations, and to report them to the Central Party Finance team for onward reporting to the EC.

The Party also has a group VAT registration, and AU treasurers are also required to submit quarterly income and expenditure returns to the central Finance team for consolidation of the Party's VAT Returns.

During and after elections, there are additional reporting requirements both locally and nationally for which AU treasurers have to assist with providing information.

We currently use Xero as our accounting software and for payroll. We use Salesforce as our main member/supporter CRM database, which also holds records of all AU Officers. We use Excel extensively for data consolidation and reporting.

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.

5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR Manager and in accordance with the current policy on the management of volunteers.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEX Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.