

## St Mary's Secret Garden

Registered charity 1152027 / Company limited by guarantee 05987612

50 Pearson Street London E2 8EL Tel no 02077392965

Email: [info@stmarysgarden.org.uk](mailto:info@stmarysgarden.org.uk)

[www.stmaryssecretgarden.org.uk](http://www.stmaryssecretgarden.org.uk)

Twitter @stmarysgarden

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### JOB DESCRIPTION

- Post:** Finance Officer for St Mary's Secret Garden
- Hours:** Equivalent one day per week, with extra days around financial year-end
- Salary:** Equivalent £20,000 - £24,000 pro rata depending on experience.
- Contract:** The post may be offered on an employed or self-employed basis, with a month's notice either side. There is a 3 months probation period.
- Location:** St Mary's Secret Garden, 50 Pearson Street, London E2 8EL
- Responsible to:** The Chief Executive Officer

### Main purpose of the Post

To manage the finance function and be responsible for day-to-day accounting. The Finance Officer will be a member of the management team and be expected to liaise with the Charity's Treasurer, other trustees and external bodies, as appropriate.

### Bookkeeping

To maintain the QuickBooks accounting system, ensuring appropriate data protection and regular data backup.

To raise sales invoices and liaise with customers re: late payments and queries. To ensure all monies received are banked, reconciled and recorded appropriately.

To manage the processing of purchase invoices, card purchases and bank payments handling supplier queries and issues as appropriate.

To oversee cash sales and petty cash handling and to process and record cash transactions appropriately.

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### Financial Administration

To reconcile bank statements and cash balances.

To record, monitor and control restricted income and expenditure.

To manage supplier contracts e.g. insurance, IT (web hosting, communications) etc

To manage payroll, pension contributions and HMRC reporting.

To maintain security measures including management of the safe and petty cash handling.

To ensure the routine filing of statutory accounts and other information required by Companies House and the Charity Commission

To assist in providing financial data for grant applications, project monitoring reports and Charity publications.

To prepare and submit to HMRC any Gift Aid claims for donations to the Charity.

### Management & Reporting

To manage the Charity's finance function, keeping up to date with changes in financial and Charity legislation and briefing staff and Management Team on these, as appropriate.

To develop and maintain internal financial controls in line with relevant sector/audit standards.

To prepare regular cashflow forecasts and to ensure adequate funds are available as required.

To attend and report to Management Committee meetings.

To provide regular, reliable financial management data as required and to contribute to budgeting and strategic planning.

To prepare and submit for examination, timely and accurate draft annual accounts.



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### **Other**

To undertake other duties commensurate with the role, as necessary for the efficient operation of The Charity.

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### **PERSON SPECIFICATION**

#### **Experience/Qualifications**

At least 2 year's experience working in a busy office environment or as an independent financial contractor

Experience of financial management and records systems, preferably including use of QuickBooks accounting software

Good standard of education to at least GCSE level, with good literacy and numeracy skills

Payroll and pensions administration (highly desirable though not essential)

Experience of general office administration and/or fundraising (desirable but not essential)

#### **Knowledge/Skills/Abilities**

Numeracy, including the ability to handle cash and analyse data

Bookkeeping and financial administration

Good IT skills including word processing, strong spreadsheet skills and data management

The ability to work methodically on own initiative, to multi-task and to manage competing priorities

A genuine interest in the Garden's objectives including education, social inclusion, horticulture and sustainable practices

Ability to work within an equal opportunities framework

Ability to work positively as part of a team and to work with volunteers where necessary

Ability to explain/present financial information, e.g. to the Management Committee



St Mary's Secret Garden  
50 Pearson Street  
London E2 8EL.  
Telephone 020 7739 2965

[www.stmaryssecretgarden.org.uk](http://www.stmaryssecretgarden.org.uk)

## APPLICATION FORM

### Finance Person

Please complete this form in full in black ink or type, and return it in accordance with the instructions at the end.

### Your Contact details

<b>First Name (s)</b>	
<b>Surname</b>	
<b>Title</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel No (Home)</b>	
<b>Tel No (Work)</b>	
<b>Tel No (Mobile)</b>	
<b>E-Mail</b>	

**No of working days off sick in the last two years**

Any Comments

**Please confirm your right to work in the UK**

**YES/NO**

Any Comments

Any subsequent offer of the post will be subject to the production of original documentation.

**Do you have any criminal convictions?**

**YES/NO**

Information requested subject to the Rehabilitation of Offenders Act 1974.  
Further guidance available if required.

Any confidential information can be sent direct to Paula Yassine, Garden Director, if preferred.



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### Education and training

Please include all schools and colleges attended, all courses and training undertaken, full and part-time, and any home study.

School/College/Other	Dates	Exams passed, qualifications

### Career history

Please list all of your significant activities (paid and voluntary) since leaving full-time education.

Please start with your current/most recent job and do not leave any gaps. Please attach a separate sheet or insert a separate page if necessary.

Dates	Organisation and Job Title	Main responsibilities of position (Including salary)



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Dates	Organisation and Job Title	Main responsibilities of position (Including salary)

### Your suitability

Using the Job Description and Person Specification as a guide, please describe how your skills and experience match our requirements. Please attach a separate sheet or insert another page if necessary. It is essential that you address all the points on the Person Specification - please include any relevant experiences from your education, training, work experience, voluntary work, life

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May 2021



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etc. The decision to interview will largely be made using information provided in this section. Failure to address any of the points will make it difficult for us to make a decision about your suitability for interview.





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**Are you registered as self-employed? Y/N**

**Why is this job for you?**

Having seen the job description and our website, please tell us what appeals to you about this post.



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**Where did you see this position advertised?**



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### References

Please include the contact details of two referees, one of which should be your current or most recent employer. We will not contact your current employer without your agreement.

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel No</b>	
<b>Relationship</b>	

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel No</b>	
<b>Relationship</b>	

### Equal opportunities

St Mary's Secret Garden aims for equal opportunities for all in its operations. Applicants are considered on their suitability for the job.

Please complete and return the Equal Opportunities Monitoring form with your application. This form is removed from the main application before applications are sifted for interview.

### Declaration

I declare that all of the information given above is to the best of my knowledge correct, and I have not excluded any material information, which would be pertinent to my application.

<b>Signed</b>	
<b>Date</b>	



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Please return your completed application together with your completed Equal Opportunities Monitoring Form either by email to **[info@stmarysgarden.org.uk](mailto:info@stmarysgarden.org.uk)** (**subject Finance Officer Job Application**)

or by hand/post to

**Paula Yassine, Job Application, St Mary's Secret Garden, 50 Pearson Street, London E2 8EL**

