

**Job Description:**

**Finance and Support Services Manager**



**Job Title:** Finance & Support Services Manager

**Responsible to:** CEO, and preparing reports for Treasurer and Finance & Support Services Committee

**Line Management of:** Bookkeeper

**Hours:** Part-time, 0.6FTE 21 hours / week

**Salary:** £34,000 per annum pro rata plus pension contributions at 6%

**Location:** Linklater Pavilion, Railway Lane, Lewes BN7 2FG

**Railway Land Wildlife Trust (RLWT)**

We are a small, agile charity bringing Nature and Community together – to benefit both. We are based on a local nature reserve in the heart of Lewes with a wonderful eco-building designed to support life-long learning.

We have a staff team of eight who collectively deliver and lead our “nature with community” projects; including ecologists, lifelong learning and community engagement practitioners. We have a cohort of freelancers and an amazing, passionate army of volunteers who embody the role of the community in nature, and a Board of eight Trustees.

Our project work includes practical conservation and habitat creation, young people engagement and support, wildlife discovery, nature connection for mental health, school visits, holiday clubs and much more.

We strive to be bold, with imaginative and inspirational approaches. We are disruptive enough to bring about a culture shift in our relationship with nature and how we link human and natural resilience in the face of climate change challenges.

At our heart is improving the wellbeing and resilience of Nature and the Community

For more information about our work, please visit our website

[www.railwaylandproject.org](http://www.railwaylandproject.org)

### **Background to the Finance and Support Services Manager role.**

RLWT has grown significantly over the last 5 years - delivering more substantial projects, working on more sites and reaching more beneficiaries. With this, our income has grown along with the complexity of our financial management and reporting needs. We have gone from a turnover of £94K in the year ending March 2020, to a turnover of £533K in the year ending March 2024.

Furthermore, with a growing staff team and higher levels of activity, we need additional support and expertise in areas such as facilities management, IT and data management, and HR.

We are now in a position to recruit a new team member to lead on developing and implementing financial management systems and preparing financial reports, to manage venue hire and to provide extra support for the other services listed above.

Experience in financial management for an organisation with a similar turnover is a 'must have' for this role. We are keen to hear from candidates who have experience in some of the other areas where we are looking for support, although not necessarily all of them!

We are a 'can do' organisation and all our team members have a willingness to roll up their sleeves and get stuck in, learn and adapt.

### **Key Responsibilities**

#### **First 6 months**

- Review and refine bookkeeping and financial reporting systems, with support of CEO and Treasurer

#### **Finance Oversight**

- Managing our bookkeeper in raising invoices, entering transactions onto Sage, bank reconciliations and processing petty cash and expenses

- Making additional bookkeeping entries, for example journal entries and adjustments for accrued and deferred income
- Prepare monthly/quarterly Actual vs Budget reports
- Manage cashflow forecasting and restricted funds tracking
- Liaise with Treasurer, CEO and Accountant to support year-end accounts and audit/IE
- Ensure full-cost recovery and overhead allocation – producing financial reports for projects, contributing to budget development for funding bids

### **Facilities**

- Manage venue hire
- Oversee capital improvements
- Manage maintenance schedules, contracts, utilities

### **IT & Data**

- Basic IT systems support (email, backups, account access)
- Troubleshoot IT issues
- Support and maintain data protection policies and GDPR compliance

### **Governance & Compliance**

- Support CEO in reporting to board/committees
- Ensure routine compliance: Companies House/Charity Commission, insurance renewals etc.

### **HR & People Admin**

- Process payroll
- Maintain up-to-date personnel records

### **Person Specification**

<b>Knowledge</b>	<b>Essential (E) or Desirable (D) ?</b>
Knowledge of Charity financial management processes and procedures including Board reporting and external audit requirements	E
Knowledge of routine charity compliance, including submissions to the Charity Commission and Companies House	E
<b>Experience</b>	
At least three years' experience of managing the financial systems and reporting for a similar sized organisation	E
Experience of using accounting software, such as Sage, to manage multiple cost centres	E

Experience of using accounting software, such as Sage, to prepare financial reports including Actual vs Budget, management accounts, and year end accounts	E
Experience of presenting financial reports at Board level	D
Experience of overseeing the work of a bookkeeper	D
Experience of managing a community building, including maintaining oversight of usage and hirers' requirements, scheduling services, overseeing capital and improvement work	D
Experience of managing the IT requirements of a small organization, including email accounts, troubleshooting, and cloud storage	D
Experience in processing payroll	D
Experience in maintaining up-to-date personnel records	D
<b>Aptitudes</b>	
Attention to detail	E
Ability to maintain good working relationships with colleagues with varying priorities	E
Self-motivated and adaptable	E
Commitment to environmental sustainability	E
Commitment to inclusion, diversity and equity	E

**To apply:** Please complete the application form, which can be found on our website [www.railwaylandproject.org /jobs](http://www.railwaylandproject.org/jobs)

**Closing date for applications: midnight on Sunday 30th June 2025**

**Interview dates: w/c July 14<sup>th</sup> 2025**

If you would like an informal conversation about the role prior to applying, please contact our Steve Bright (Trustee) at [steve.bright@mac.com](mailto:steve.bright@mac.com) to arrange a convenient time.