



## Finance Officer Job Description

### Role Summary:

The Finance Officer will be responsible for primary bookkeeping, financial reporting and the maintenance of accurate financial records. This will involve amongst other things, customer and supplier set-up, sales invoicing, sales and purchase ledger, payroll schedule preparation. Depending on experience it will also involve cash flow and financial forecasting work and preparation of statutory accounts, ensuring financial compliance. This role plays a critical part in maintaining the financial health, and supporting the growth and development, of The Carbon Literacy Project.

**Role Title:** Finance Officer  
**Team:** Finance Team  
**Responsible to:** Head of Project Development  
**Responsible for:** Volunteers and Interns as required

**Rate:** FTE range: £22,000 - £28,000 (dependent on experience)

**Hours:** This role can be full-time (37.5 hours per week) or part-time.  
Our usual working day is 9:30 to 17:30.  
This is currently a freelance role, so working hours are flexible.

**Location:** We offer the choice of working from our Manchester office, hybrid or largely remote working, but you will be required to travel to Manchester and/or other locations for key events.

**Application Deadline:** We will be reviewing applications fortnightly and will close the application process once a suitable candidate is found.

### About The Carbon Literacy Project:

The Carbon Literacy Project is a celebrated, multi-award winning, globally unique, climate change initiative founded in Manchester. It is run on behalf of its trustees (The Carbon Literacy Trust - registered charity (No 1156722)) by founders Cooler Projects CIC. It is based at Manchester Metropolitan University's Innospace facility in Manchester.

Carbon Literacy® offers a unique and flexible framework for a day's worth of immediately relevant climate change learning and experience, and with large-scale take-up across the UK and Europe, more than 70,000 learners have now been certified as Carbon Literate.

Carbon Literacy learning and certification covers the essentials of climate change, carbon footprints, how an individual can best 'do their bit', and why it is relevant from an individual to organisational level. Carbon Literacy is aimed at three distinct audiences – those that live, those that work, and those that study. As the certification and advocacy body, this enables

The Carbon Literacy Project to capture all audiences in its aim to offer every citizen Carbon Literacy training. We directly advocate for the delivery and uptake of Carbon Literacy training, support organisations, trainers and individuals to do so, and actively work to create low-carbon culture change.

### **Role Description:**

As Finance Officer, you will play a crucial role in our Finance Team, contributing to the financial stability and sustainability of our climate engagement charity. Joining a dedicated team, you will help manage the finances that enable our mission to combat climate change and promote sustainable environmental practices.

Your primary responsibilities will include financial record keeping, budget management, financial reporting, and ensuring compliance with financial regulations. The demand for climate action continues to grow, and effective financial management is integral to our success.

### **Responsibilities and Duties:**

#### Maintaining Financial Records:

- Record day-to-day financial transactions, including sales, purchases, receipts, and payments.
- Enter financial data into accounting software or ledgers accurately and promptly.

#### Reconciliation:

- Reconcile bank statements, credit card statements, and other financial accounts to ensure they match the recorded transactions.

#### Accounts Payable:

- Manage accounts payable by processing supplier invoices, verifying accuracy, and ensuring timely payments.

#### Accounts Receivable:

- Manage accounts receivable by invoicing customers and clients for goods or services.
- Track and follow up on outstanding invoices and ensure timely receipt of payments.

#### Payroll Processing:

*Payroll processing is subcontracted out, but you will be responsible for:*

- Prepare the payroll schedule to go to the payroll agency, ensuring the accuracy of record keeping of expenses and amounts due, and accumulated staff benefits and liabilities.
- Ensure that payroll taxes are withheld and remitted to the appropriate authorities.

#### Expense Management:

- Track and categorize business expenses, including travel, supplies, and other costs.
- Reimburse employees for approved business expenses.

#### Financial Reporting:

- Generate management financial reports, income and expense reports, balance sheets and cash flow and related projections.

#### Financial Documentation:

- Ensure that financial records are kept in accordance with applicable laws and regulations.
- Assist in the preparation of schedules in support of tax returns and financial statements required for financial and statutory compliance.
- Keep up-to-date with tax regulations and deadlines.
- Assist with statutory audit preparation and provide necessary documentation to auditors.

#### Communication:

- Communicate with internal teams, vendors, and clients regarding financial matters or changes, and resolve any financial discrepancies or issues (e.g. VAT registration).

#### Budget Assistance:

- Assist in the preparation and monitoring of the organisation's budget.

#### Software and Technology:

- Utilize accounting software, spreadsheets, and financial management tools to perform tasks efficiently.

#### Financial Systems Management:

- Maintain and update financial systems and tools used for financial record-keeping and reporting.

### **Skills and Experience**

#### Essential

- Previous experience in a bookkeeping or financial role.
- Strong proficiency in financial accounting software and Microsoft Excel.
- Excellent organisational and time management skills.
- Attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Experience handling confidential information.
- Commitment to the mission and values of our climate engagement charity.

#### Desirable

- Certified as Carbon Literate.
- Familiarity with financial software such as Intuit QuickBooks and Sage One Accounting or similar tools.
- Familiarity with Salesforce, Slack, and Microsoft Suite, or comparable platforms.
- Certification or training in finance or accounting.
- Membership of a relevant professional body.
- Previous experience working in a not-for-profit or charitable organisation.

#### Person Specification

- Honesty and Integrity.
- Comfortable working in a dynamic environment where work is varied, fast paced, and hugely rewarding.
- Ability to work very autonomously, but also as part of a team and as a collaborator.
- Used to and comfortable juggling multiple tasks and priorities and effective at

- prioritising.
- Proactive and passionate about the role that all organisations can play in creating a low carbon future.
  - The right to work within the UK.
  - Passionate about mitigating the climate crisis.

The Carbon Literacy Project is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of flexible working arrangements to support people from different backgrounds. We particularly encourage applications from individuals who are Black, Asian, or belong to an ethnic minority in the UK, as well as those from working class backgrounds, and those living with disability, all of whom are currently represented within The Carbon Literacy Project, but are still under-represented within our organisation and the wider environmental sector.

### **Application process**

Please apply using the form [here](#). There is a section to attach a CV. Please do not attach a cover letter as this information is covered within the form.

If you have any additional questions, please email [careers@carbonliteracy.com](mailto:careers@carbonliteracy.com).

**All information will be treated in strictest confidence and used only within The Carbon Literacy Project and its associated projects. Information will be stored electronically. No information will be passed on or contact made with any third party without your permission.**