



Campaign to Protect
Rural England, Sussex Branch CIO
Brownings Farm, Blackboys,
East Sussex, TN22 5HG
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JOB DESCRIPTION - BRANCH ACCOUNTS MANAGER

Reporting to: The Director

Job purpose:

1. To manage and oversee the accounting and wider financial aspects of the Charity.
2. To be a point of contact for charity members and the public.
3. To support the Director in the overall administration of the Charity.

Specific tasks:

1. Oversee the accounts for the Charity and ensure that financial records are kept up-to-date.
2. Maintain the SAGE Accounting and Payroll software system as required.
3. In conjunction with the Treasurer, prepare monthly/quarterly and annual accounts to report to the Board of Trustees.
4. Oversee the payroll system and ensure that staff are paid correctly and on time, and reports are made to HMRC.
5. Liaise with Charity's auditors.
6. Monitor the state of the organisation's investments and report to the Board of Trustees.
7. Administer the organisation's pension scheme as required.
8. Oversee the administration of Gift Aid from members.
9. Administer the banking processes for income and expenditure.
10. Deal with correspondence relating to legacies.
11. Administer membership packs and information as required.
12. Deal with charity members and members of the public by telephone, e-mail and personal contact as required.
13. Other appropriate administrative activities as required by the Director.

To apply:

Please email a **letter of application and CV** showing how you meet the essential and desirable requirements in the job description. If you would like an informal discussion about the role, please call CPRE Sussex Director, Kia Trainor, on 07964 894333. The **closing date** for applications is Monday, **25th February**. Interviews will be held on Friday, 15th March at our office in Blackboys.

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PERSON SPECIFICATION

Essential requirements:

1. Familiarity with SAGE or equivalent accounting systems.
2. Experience of drawing up basic accounts.
3. Ability to use Excel spreadsheets.
4. Experience of overseeing small payroll systems.
5. Experience of dealing with the public on the telephone, through e-mail and in person.

Desirable requirements:

1. Experience of administration of small pension schemes.
2. Willingness to work alone in the office for limited periods.
3. Willingness to operate on a flexible hours basis to meet the needs of the office.
4. Familiarity with Gift Aid payment systems.
5. A genuine interest in the Sussex countryside.
6. Ability to drive and owning a car for occasional business use.
7. Ability to work in a small, busy team environment.
8. Good analytical skills and attention to detail.