

Latimer Trust Finance Officer Job Description

Responsibilities:

1. **Charity Commission:** Registering and filing all changes to Trustees/Officers, as well as annual reports as required by charity law, and ensuring that activities comply with the CIO's memorandum and articles, along with general charity regulations. To that end, also providing required information for the Trust's Independent Examiners.
2. **Financial:** Performance of the following tasks:
 - To maintain regular bookkeeping, prompt paying of bills as they fall due, arranging for the banking of receipts as necessary, and filing records in an organised manner.
 - To manage cash flow and investment through transfers between accounts under the ultimate supervision of Trustees
 - To submit the Annual Report and Accounts on time and send appropriate documents and information to the Independent Auditors.
 - To reclaim tax due under Gift Aid on a timely basis. To fill in tax forms for booksellers, printers and other partners in the UK and overseas.
 - To make any necessary changes to signatories and the issuing/removing of debit cards
 - To monitor the Trust's financial performance against its budget
 - To manage and organise Financial and Accounting record keeping in both physical and electronic forms
 - To produce reports on sales for the Operations Manager and occasionally dispatch books to customers
3. **External & Internal Liaison:**
 - Liaison with external Payroll providers for the preparation of payroll and payments to employees as required. Recommending revised salary levels in line with inflation
 - Liaison as required with Independent Examiners
 - Liaison with companies holding our bank and investment accounts
 - Regular liaison with Operations Manager and attendance at Office Staff meetings (generally on Zoom)
 - Liaison with all aspects of the CIO's ministry to improve its working practices
4. **Trustees:** Under the direction of the Trustees operate an annual budget and prepare regular financial statements and longer-term budgetary forecasts based on this for quarterly Trustee meetings. This is to be done largely through writing reports but also attending when required. Alerting Trustees to any anticipated problems and responding to specific queries from them.

Key Skills and Qualities:

- Accuracy and Attention to detail
- Proactive and able to work both independently and in a team.
- Computer literacy, particularly in relation to spreadsheets, accounting practices and Quickbooks accounting software
- Understanding of and sympathy with the Latimer Trust Doctrinal Basis

Further Details:

Gross Salary: £583.26 per month

Hours: 5 hours a week

Hybrid but remote work negotiable.

Application closing date – Friday 28 July 2025 – Start date – ASAP

If your application is successful, interviews will take place on August 7th, 2025.

To apply: Email your CV, covering letter and 2 referees (ideally one from your local church and one from a professional context) to: info@latimertrust.org

All candidates must be eligible to work in the UK on a permanent basis.