



<b>Job Title:</b>	Part time Finance Administrator (0.5 FTE)
<b>Location:</b>	The Ernest Cook Trust Office, The Park, Fairford, GL7 4JH
<b>Salary:</b>	c.£23,000 pro rata
<b>Benefits:</b>	Contributory pension scheme, 27 days annual leave, life assurance, permanent health cover.
<b>Reports to:</b>	Director of Finance & Operations
<b>Management:</b>	No line management responsibility.
<b>Role Purpose:</b>	To be part of the small office team working with other colleagues to achieve excellent financial management.

## THE ROLE

This is a new role within The Ernest Cook Trust and part of the ongoing development of the core team. We are looking for a proactive, motivated and enthusiastic Finance Administrator to join the team on a permanent basis. Working within a friendly and professional team, you will be contributing to a highly successful, expanding charitable trust. The post is offered as half a full time equivalent, totalling 17.5 hours per week, mornings only.

## THE ORGANISATION

The Ernest Cook Trust (ECT) (<http://ernestcooktrust.org.uk>) was founded as an educational trust by Ernest Cook in 1952. The Trust was endowed with 14,462 acres of agricultural land, which has grown through acquisition and endowment to over 22,000 acres today. Our head office is based on the Fairford Estate in Gloucestershire.

The ECT's mission is:

*inspiring young people to achieve better educational and life outcomes  
by learning from the land.*

We fulfill this through three main functions:

- **Management of the Landed Estates:** Our 22,000 acres is spread over seven main estates and two other holdings in five counties (Gloucestershire, Buckinghamshire, Leicestershire, Dorset and Oxfordshire). The estates comprise around 40 let farms, some small parcels of woodland and 250 let houses and cottages.
- **Grant giving:** We currently support over 500 different organisations each year with around £2m of grants. We are refocusing our grant giving activity around our core vision.
- **Direct Provision of Education:** Around 33,000 children visit our estates annually and we have started to build partnerships with other estates and organisations, to deliver exciting programmes of work to fulfill our mission

## **JOB DESCRIPTION**

The Finance Administrator will work in a small financial team, principally to support the ECT's estate management function, but with some involvement in supporting the grant giving and education functions. The following description is intended to provide guidance as to duties but is not exhaustive.

### **General finance administration**

- Administration of email inboxes for Finance/accounts/admin
- First point of contact for accounts queries
- Supporting finance team in handling queries and general administration

### **Purchase invoice management and processing**

- Printing off supplier emails and related invoices for circulation
- Circulation of invoices for review, coding and approval
- Input of supplier invoices and coding where required
- Maintenance of invoices ready for payment file
- Support the supplier payment run administration

### **Sales invoice processing**

- Input of ad hoc invoices
- Processing monthly and quarterly invoice runs with finance team

### **Banking support**

- Preparation of daily receipts and payments summaries
- Support finance team in income administration

### **Systems administration**

- Data entry and testing of finance and related systems
- Production of reports as required
- Departmental filing

### **Grants administration**

- Data entry and user testing for finance aspects of system developments.
- Support finance team in any checking and administration of grant applicant bank details

### **Other**

- Any other general duties as required

## **SKILLS AND EXPERIENCE**

### **Essential:**

- Minimum three years' experience in a similar role
- Thrive in working in a procedure-driven environment
- Confident working with management accounting processes
- Excellent communication skills and a self-motivated approach
- Good attention to detail and quality focused
- Experience using accounting, database and Microsoft Office systems
- Good MS Excel skills
- Team player

**Desirable:**

- Finance qualifications, for example AAT Foundation
- Enjoys the countryside, supports learning initiatives

If you are interested in a permanent role working as a Finance Administrator within a charitable trust then please send a full CV with covering letter to [communications@ernestcooktrust.org.uk](mailto:communications@ernestcooktrust.org.uk) by 9am on Monday 26<sup>th</sup> November 2018.

First interviews to take place w/c Monday 3 December 2018.

The organisation offers fantastic benefits including 27 days annual leave (full time equivalent) plus statutory holidays, life assurance at 4 x gross salary and a varied, creative and friendly (and dog-friendly!) working environment in a beautiful rural setting.

*The Ernest Cook Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.*