FINANCE AND ADMIN OFFICER
Job description and person specification

Duration of contract: Part-time, permanent position

Location: Onsite at the Linnean Society, Burlington House, Piccadilly London W1J 0BF.

Work pattern: Three days per week, onsite. Ideally Monday, Tuesday, Wednesday 9.30am-5.30pm

Responsible to: Director of Finance.

JOB DESCRIPTION

About this role: The Finance and Admin Officer's key purpose is to support the Director of Finance in managing the Society's finances and service operations in line with the Society's Charters and Byelaws, and to ensure compliance with legal financial responsibilities.

Part of the Finance and Admin Officer's working week will be to work alongside our Operations Assistant at Front of House, providing a welcoming, accessible and safe experience for all our visitors. We anticipate this will comprise approximately 20% of your workload, with the remaining 80% dedicated to finance duties. This split will be reviewed during regular check-ins to ensure the workload remains realistic, balanced, and aligned with organisational needs.

The ideal candidate will communicate effectively with both internal and external stakeholders, work well in a team, and be able to take initiative when working independently. Strong organisational skills, attention to detail, and accuracy are essential for success in this role.

Main Duties and Responsibilities

Finance duties

1. Operational

- Administrate the income associated with the Society's services; including publishing, events, membership and merchandising, which includes the raising of Sales Invoices.
- Process and support the financial aspects of membership renewals, including the processing payments, the transaction process and supporting appropriate liaison with members on financial matters.
- Process supplier invoices into the accounting system as well as matching the payments which pay the invoices.
- Enter bank transactions and reconcile the Society bank accounts on a two weekly basis.
- Provide support to the Director of Finance in ensuring that the Society's statutory accounts are prepared accurately, on-time and are properly audited; respond to the auditor's requests for relevant financial information.

- Support the Director of Finance with the banking relationships of the Society; ensure all payments including staff salaries, and pensions and HMRC payment are timely and accurate.
- Ensure accurate credit control, follow up on overdue invoices and support the Director of Finance in managing supplier contracts.
- Authorise/setup online payments from Society bank accounts.
- Administer the annual budgeting cycle, support the Director of Finance as required with liaising with staff, Treasurer and Committee Chairs with respect to annual spending and income generation.
- Support the Director of Finance with the management of relevant legal and contractual arrangements of the Society.
- Administer the Society's petty cash holdings ensuring that the petty cash balance on the accounting system is reflected in the petty cash box.
- Enter the Society's credit card transactions on a monthly basis, ensuring that the month end balance on the accounting system agrees to the month-end statement.
- Support the Director of Finance and the Heads of Departments by providing the necessary data and information needed to ensure we get the best value from our suppliers and make informed day-to-day decisions related to the financial and legal operations of the Society.

2. Governance

- Support the Director of Finance in ensuring that the Society meets legal requirements and those of relevant regulatory bodies with respect to financial and information controls.
- Support due diligence checks of donations and other funding received by the Society.

3. Society support

- Support the Director of Finance with the production of management accounts for Council, the Finance & Risk Committee and Senior Management Team.
- Support the Treasurer and Director of Finance to prepare finance papers for Council meetings.
- Support the work of the Finance and Risk Committee as directed by the Director of Finance. Provide administrative support for the Finance & Risk Committee meetings e.g. setting up meetings, logistics, preparation of papers and minutes etc.
- Bank petty cash and cheques.
- Maintain effective online and paper-based filing systems for financial records.

Admin and Front of House duties

- Be the front face for the Society welcoming visitors and promote further engagement.
- Promote our charitable status and membership options.
- Reception duties: greet visitors, handle merchandise purchases, and promptly deal with enquiries.
- Note and share visitor feedback.
- Manage general office communication, answer incoming telephone calls.

- Report any health and safety and security issues in a timely manner to the Director of Operations.
- Undertake any other duties that are reasonable for a post of this nature.

PERSON SPECIFICATION

Qualifications

- Educated to degree level or equivalent (Desirable)
- A relevant accountancy qualification, including part-qualified (Preferable)

Experience and knowledge

- At least two years' experience of working within a finance function (Essential)
- Experience of finance systems (Essential)
- Experience of working within a public facing role (Essential)
- Experience in an organisation of comparable size and complexity as the Society e.g. Charity, membership organisation (Desirable)
- Good knowledge of governance and statutory requirements, and experience of working effectively with boards and committees (Desirable)
- An understanding of taxes (e.g. payroll, VAT) and legislation (e.g. data protection, pensions, employment, health and safety) as relevant to the Society's circumstances (Desirable)

Skills and abilities

- Strong technical accounting skills and Excel skills (Essential)
- Ability to provide clear and accurate written reports to committees whether on routine or more complex technical matters (Essential)
- Ability to work collaboratively with a good track record in developing and fostering strong relationships internally and externally (Essential)
- Ability to initiate, prioritise and complete tasks successfully within deadlines (Essential)
- Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions (Essential)
- Happy to engage with members of the public across a wide range of diversity, face-to- face, by telephone and email (Essential)
- Patience and kindness when dealing with members of the public (Essential)

Personal

- A keen interest in the vision and purpose of the Linnean Society (Essential)
- Positive, hands-on attitude, and a willingness to do well (Essential)
- Confident, resilient and calm under pressure, dealing with issues to ensure a positive outcome (Essential)
- Committed to equality and diversity (Essential)
- Team player, able to work across an organisation and communicate effectively with non-finance specialists (Essential)