

Finance Officer

Recruitment Pack, March 2025

Thank you for your interest in the position of Finance Officer This pack is intended to provide all the information you need to decide whether you wish to apply for this role. If you have further queries, please contact our Chief Executive, David Tittle david.tittle@heritagetrustnetwork.org.uk

1 Equality and Diversity

Heritage Network recognises the value that people from all backgrounds bring to the heritage sector and our organisation. It is important that the way we provide advice about community heritage regeneration reflects the diverse histories, cultures and interests of the localities in which we work. A diverse, representative workforce, where views are valued and championed, will enable us to achieve this. Heritage Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to enable you to fulfil the role.

2 How to apply

1. Read the information in this pack in full.
2. Complete the online [application form](#) by 12 noon on 24th March 2025. If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5168748>
3. Complete the separate and anonymous online [equal opportunities monitoring form](#) by the same date. If you cannot access the hyperlink paste this into your browser: <https://www.tfaforms.com/5168765>

If completing an online form presents a problem for you, please get in touch.

3 Recruitment timetable

Dates	Details
Deadline for applications	12.00 noon 24 th March 2025
Shortlisting	Week commencing 24 th March 2025
Interviews (online using Zoom)	1 st , 2 nd or 3 rd April
Unsuccessful interviewees notified and successful candidate appointed	End of week commencing 31 st March

4 Summary of employment details

Job Title:	Finance Officer
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Salary:	Pro-rata of £30,000 p.a.
Hours:	15 hours per-week week with a 3-month probationary period
Holidays:	Pro rata of 25 days per year plus 3 days shutdown between Christmas and New Year and public holidays in the nation in which you are located
Pension:	as per statutory auto-enrolment requirements



Location: working from home or from an agreed shared workspace anywhere in the UK

Note that while we seek to offer flexibility in working hours, it is most helpful for us if a 'normal' working pattern can be agreed so that members of the team know when the Finance Officer will be available. In particular, the post-holder will be required to attend weekly team meetings. These are currently held at 9.00 on Tuesdays, but this can be reviewed.

5 About the Network

Bringing historic buildings and spaces back to life brings joy to so many people. It restores local pride and identity and creates jobs, workplaces, visitor attractions, educational facilities, arts venues and more. By reusing existing buildings our members are retaining embodied carbon and challenging the notion that regeneration means demolish and rebuild. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK.

Heritage Network is the membership body for independent community organisations, charities and social enterprises that are saving, restoring and managing historic buildings, parks, gardens, canals and railways. Our membership includes both organisations specifically set up to save heritage sites and community organisations that deliver other types of services who have chosen to operate from historic buildings and spaces. We also welcome individuals, businesses and local authorities that support local heritage action. Together we organise conferences, site visits, meetings and online resources where we can network and learn from each other and meet experts and funders.

We...

- Encourage people to get involved in saving local heritage buildings and places by forming new community organisations or working through existing ones.
- Support these organisations to restore and reuse local heritage by providing information, advice, training, networking and peer-to-peer learning.
- Champion the work and raise the visibility of community heritage organisations and highlight the range of public benefits they provide.
- Advocate for a legislative, policy and funding environment that facilitates grassroots action for heritage.
- Promote diversity and inclusion in the heritage sector.

The Network is growing and currently has over 900 members and a staff team of six which will shortly grow to fourteen.

David Tittle, Chief Executive

Vicki Cox, Membership and Digital Manager

Beverley Gormley, UK Operations Manager

Sarah Pearce, Development and Outreach Manager

Izabella Maar, Projects Assistant

Grace Richardson, Heritage Trainee (Scotland)

We are currently recruiting development and outreach officers for England, Wales and Northern Ireland, Business Development Manager and Trainees for the UK, Scotland and England.

The Network is governed by a board of directors which currently consists of twelve people drawn from our members and other professionals working in the field.

6 Who you are

You are trained and experienced in financial administration and management and wish to work in an organisation with a strong social mission. You are a self-motivated and hard-working team member



who is committed to equality, diversity and inclusion. Team spirit runs throughout everything you do from timely communication with colleagues, to the satisfaction of a job well done when supporting the team and building relationships.

7 Role

This is a key role within a growing UK-wide Network which is being brought in-house to ensure that financial management efficiently and comprehensively supports the delivery of our work. Working closely with the Chief Executive, the role will initially be responsible for all financial transactions and record keeping and then take on responsibly for monitoring, budgeting, reporting, and compliance.

As this role is being offered for the first time it is not possible to accurately assess the likely workload. We have therefore outlined below the initial responsibilities of the role and then additional responsibilities that we anticipate could be taken on, within a few months, once the workload can be assessed.

Initial key responsibilities

1. To process financial transactions, issuing invoices, making payments, and ensuring financial records are kept using the Xero accounting system.
2. To be responsible for all banking matters including bank reconciliation.
3. To notify the Membership and Digital Manager about receipt of membership payments.
4. To be responsible for cash management and cash flow forecasting.
5. To undertake credit control activities to ensure that moneys due to the Network are received promptly.
6. To liaise with the Network's payroll provider to ensure they have timely information about changes in staffing and salaries. To make timely salary payments and payments to the pension company and HMRC.
7. To prepare the annual accounts, working closely with the Chief Executive and the examiners/auditors and ensure compliance with Company and Charity regulations.
8. To review and implement all duties as per the Network's financial procedures.
9. Ensure the Chief Executive and Membership and Digital Manager are sufficiently informed regarding the Network's finances to enable them to deputise during holidays or other absence.

Additional key responsibilities

10. To assist project managers to make financial reports and claims to funders.
11. To prepare and review budgets against actual spending, on a project-by-project basis, and highlight any material discrepancies for corrective action.
12. To provide Trustees and senior management with timely reports on financial matters and attend meetings of the Board and any sub-committees as required.
13. To assist with the preparation of funding bids by developing budgets based on full cost recovery.
14. Keep abreast of software developments and make recommendations to the Chief Executive for improvements that could be made to the Network's financial systems.
15. To review supplier costs and identify better deals or alternative suppliers to reduce costs.

General responsibilities

16. Work as a member of the Network team, covering for colleagues where required.

17. Ensure your activities deliver the Strategy and Business Plan.
18. Use the Network’s agreed digital systems and carry out duties in a transparent manner (e.g. using the Network’s internal calendar system, storing digital files in agreed shared places, logging activity on the CRM).
19. Follow Network policies and procedures.

8 Person Specification

Essential	Desirable
Training, experience and qualifications	
Experience of financial administration, management, control and reporting for a small charity, or demonstrable equivalent experience Training and qualifications in accountancy, finance or similar discipline	Experience of financial management of grant funded organisations Experience of using Xero Experience working as part of a small staff team in a not-for-profit organisation or social enterprise Experience of using a CRM*
Knowledge and skills	
Financial administration and management skills Good organisational skills including attention to detail Good digital skills	Ability to prioritise, be flexible and adaptable to suit a demanding workload An interest in community-led heritage regeneration

*A CRM is a digital ‘customer relationship management’ platform that helps us to manage our interactions with members, potential members and other stakeholders