



Role: Book-keeping and Finance Administrator

Purpose: To oversee company book-keeping, finance administration and finance management tasks.

Description: Canalside Community Food is a community supported agriculture (CSA) business that has a vision to provide our community of members with a weekly share of seasonal vegetables produced solely on the farm throughout the whole year and to engage our members in activities centred around its production. We are a community benefit society (CBS), growing fruit and vegetables for nearly 200 members and providing a 'share' of produce 52 weeks of the year with produce mainly from our land. As a CBS we also have 170 investor members who own community shares in the Society and 75 social members (supporters of the Society) who pay an annual membership fee.

We aim to provide fair wages for the growers, fair shares (of produce) for our members, and a fair treatment for nature on our farm. In order to deliver our vision we employ a range of staff. The current growing team comprises 3 growers who work part time. We also have an admin team comprising a membership admin role and a finance admin role both part time as well. In addition to the staff we have a wide range of on-farm volunteer roles and many of our members come to participate in on-farm activities. Our principle volunteer activities are focussed on one or two work mornings per week but we also have a wide range of other events and activities at which volunteers can participate. The Society needs to manage these volunteers and ensure that policies are in place to guarantee their welfare. We also aim to provide wider community benefit from farm activities for the local community including Leamington and surrounding villages by providing a range of land based activities and learning opportunities.

As a legal Society we come under the Co-operative and Community Benefit Societies Act 2014 and need to meet all legal duties under this act including filing accounts, reporting to the FCA and ensuring that we responsibly manage our community shares and deliver community benefit to the wider community. We are looking for a finance person who can keep our management accounts up to date and report on this to the steering group, liaise with the staff to ensure adequate pay and HR, and ensure the Society is accountable to our members.



Experience and Skills

A detailed list of the main tasks and responsibilities is provided in the annex (p.3-5).

The role will involve practical hands on experience and practice and would suit a person with some people management experience within third sector organisations with a range of personal skills and qualities. We would expect the role to appeal to a person with good communication skills and with practical knowledge of the realities of financial management in a small informal business. This will involve the ability to both listen to, and learn with, staff and appropriately record and report on progress and issues at both staff and steering committee meetings. In addition to the finance role an knowledge and experience of grant processes, including submitting applications and reporting back to funders, would be advantageous. An understanding of basic HR and PAYE procedures will also be advantageous.

Our staff structure is informal and flat and a certain degree of empathy, humour and impartiality will be necessary. The person in this role will need a flexible approach to working time and time management at the same time as taking responsibility within the team to deliver all the required statutory information to relevant internal bodies (staff group, steering group, members) and external bodies (accountants, HMRC, FCA).

Salary and Conditions

Initially the role has been defined as 3.0 days per month at our standard staff rate of £13.88 per hour for a 7.5 hour day (= £312.30 per month or £3747.60 per year). Exact working days and hours are likely to vary depending on the time of year. The role can be employed or self employed (depending on eligibility under HMRC rules). It may be advantageous to have access to an off site office space in the short to medium term.

The applicant must be eligible to live and work in the UK now and after 31 December 2020 and evidence will be required to prove this.

Applying for the job

Applications by CV and covering letter to Canalside Community Food by 9am on Monday 28th April.

Interviews will be held at the beginning of May for shortlisted candidates.

Role to start as soon as possible after 1st June 2025 for an expected three month training and handover process.



Annex: Main tasks and responsibilities for the role

Weekly

- Check red box in collection space for mail, invoices, receipts, cheques etc..
- Check invoice book for any invoices (in).
- Check emails for invoices, print out/save (and action).
- Check emails for any membership finance issues and deal with.
- Pay any invoices (out) and enter on Moneymanager.
- Note any invoices from book (in) on Moneymanager and credit control sheet.
- Note any card payments, check invoices ok, enter on Moneymanager (Co-Op account).
- Gather together cheques and money, complete paying in form (our records), do paying in slip, enter on Moneymanager and take to bank if necessary (Nat West) (Not so much now!)

Monthly

- Reconcile Triodos bank statement with accounts for previous month for invoices, money paid in etc, standing orders for shares.
- Reconcile Co-Op bank account with accounts (mainly spend on growers and admin card). Chase up any invoices!
- Reconcile Go-Cardless Account and ensure money paid into Triodos account (see above). Print out statement and ensure that members payments have been made. Chase up any anomalies with membership administrator
- Reconcile Paypal account and print out monthly statement.
- Reconcile petty cash accounts and credit control sheets and invoices to pay us, chase up any that aren't paid.
- Ensure that wages are paid (by 25th month); notify Harris Accountancy Services of any overtime, sickness or extra payments (by 16th of month and they will work out nics, pensions etc.)
- Ensure that NICS/PAYE are paid
- Ensure pensions contributions are paid.
- Ensure any loan arrangements/rent are paid.
- Ensure any other pay/expenses is made against invoices received
- Attend monthly staff and board meetings (may need budget and/or spend information)

Quarterly

- Reconcile Triodos reserve account statement with accounts



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- Check invoices for any outstanding payments to us and chase up, either members or people we have supplied. Make sure bank reconciliations are right and we have all invoices. Chase up any that we don't have. Work out VAT for each month of the quarter
- Do VAT return, file on line (Apr-Jun, Jul- Sept, Oct- Dec, Jan-Mar).
- Compare spend with budget for steering committee

Annually

- Ensure that Harris Accountancy Services does PAYE returns (P32) for employees for HMRC (April/May)
- Finalise management accounts for the previous year (01 Apr- 31 Mar)
- Send management accounts to accountants (Harris Accountancy Services) and ensure they do Annual company accounts (by August so we can present them to the AGM in Sept).
- Prepare finance report for AGM (end of Sept) based on above
- Prepare Mutual Societies Annual return for FCA based on accounts and submit (by end of October)
- Corporation tax return (done by Accountants around November) and pay by end of December any tax due.
- Prepare budget for business/growers (Nov-Dec-Jan) for steering group
- Ensure Board Register is up to date
- Ensure Members register is up to date with different categories (Investor, Share, Social). Calculate any interest due to investor members and work out share holding and reissue certificates (by email)
- Ensure tractor taxed (£0.00!) on 1 Nov

Occasional tasks

- Any company business (companies house, tax, VAT, ICO, gas easements etc.)
- Ensure finance and reserve policies are up to date (annual review)
- Any PAYE business (e.g. notifying Harris CIC that staff leaving, getting P45s, getting details of anyone going onto payroll and collecting P45 etc.).
- Prepare contracts for new employees or self employed contractors
- Respond and action requests to buy back shares (including steering group authorisation) or other investor enquiries etc.
- Ensure that there is enough money in the Co-Op account to meet the growers month on month spend (usually a bank transfer of £500) but occasionally an ad hoc amount



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needs to be transferred. Always preferable to deal with invoices or proforma invoices for amounts greater than £200 if possible.

- You will meet with the steering committee and staff team on a regular basis to assess work progress as required by them.
- You will participate and help organise any fundraising and/or grant programmes including preparing finance and management back-up for grant applications and reporting back to donors should that be necessary
- Ensure that the IT system is functioning and paid for in coordination with admin person Zoho, Greenhost, webmail etc...)
- Any other ad hoc tasks that arise