



# Wimbledon and Putney Commons

## FINANCE OFFICER PART-TIME

### Job Description

#### Finance Officer

- Salary – c £34,400 (£38,000 fte pro rata)
- Hours – 28 hrs/week – flexibly tbc at interview.
- Leave – Starting at 21 days per year + bank holidays (pro rata)
- Reporting to – CFO
- Location – primarily office based on Wimbledon Common.

#### Role

To administer the day to day finances for the Wimbledon & Putney Commons Conservators – the charity that manages Wimbledon & Putney Commons.

We are looking for an experienced part qualified accountant/bookkeeper to support the CFO in all financial aspects for the Charity. This role is a key member of the busy office team based at the Rangers Office on Wimbledon Common. While it is primarily focused on the Common's bookkeeping, it is also required to support the running of the main office and dealing with the general public as well as customers and suppliers.

#### Key Responsibilities include

- **Sales Ledger** - Ensure that all invoices and financing requests are raised on time and in line with contracts, agreements and VAT regulations. To work with fundraising colleagues to support funding applications, and to be the main contact for all clients. To proactively manage the Credit control processes and ensure that all income is paid and recorded in a timely manner.
- **Purchase Ledger** - Ensure that all invoices received are appropriately authorized, recorded in the ledger, and payments set up for approval in online banking. To manage and record correctly all other payment transactions, by Direct Debits, Credit Card, Petty cash or other. To maintain good relationships with suppliers.
- **Payroll** - To collect all timesheets and payroll information and prepare the monthly submissions to the payroll bureau for the charity's 28 staff, to submit monthly pension scheme details, and ensure all HMRC and Pension payments are made accurately on time.

- **Maintain the General Ledger (Sage 50)** - Ensure that the system is up to date and backed up, that all entries are correctly posted and reconciled, and to keep up to date with latest system developments.
- **Month end reporting & reconciliation** - To complete all balance sheet reconciliations including banks, credit cards, stripe and petty cash. To actively manage and report on aged DR & Cr balances. To post regular journals as required, and support the CFO in preparing the monthly management accounts to timetable.
- **Year End/Audit** - Liaise with the auditors, help prepare the annual audit pack, and support the CFO in the year end process.
- **HMRC** - Ensure that PAYE taxes are paid correctly on time and that the HMRC account reconciles to the Payroll and ledger. To process regular quarterly VAT returns, and monitor that HMRC VAT account reconciles with the ledger. To process regular Gift Aid claims with HMRC to recover all Gift Aid due.
- **Records** - Ensure that all records are accurately maintained and filed, both in electronic and paper formats, to comply with statutory financial and GDPR regulations, and to support the proper and efficient running of the finance functions.
- **Administration and Reporting** - Take minutes and action points for the monthly Finance & Investment Committee. And provide regular reports to the Board and FIC on Income (Leases, Fundraising and other contracts) and other financial issues as required.

## **Skills Qualifications and Experience**

- **Essential**
  - Experienced Bookkeeper/Accountant
  - Experience with Sage accounting system
  - Experience at Credit Control
  - IT literate with good excel and word skills
  - Highly organized, self motivated and able to work independently.
  - Flexible, outgoing with good interpersonal and communication skills
- **Desirable**
  - Experience and understanding of Charity accounting
  - Bookkeeping or Accounting Qualification.

**Closing date for Applications:** 30<sup>th</sup> November 2024

**Applications should be sent to:** [recruitment@wpcc.org.uk](mailto:recruitment@wpcc.org.uk)  
**or by post to**

Philip Warner, CFO  
 WPCC  
 Ranger's Office, Manor Cottage  
 Windmill Road, Wimbledon Common  
 London SW19 5NR



# Wimbledon and Putney Commons

## **JOB CONTEXT**

The Wimbledon and Putney Commons Conservators were established in 1871 by Act of Parliament. Under the Act, the previous owner, the fifth Earl Spencer, passed ownership and management of the Commons to a Board of 8 Conservators – five of whom were elected by local resident and three of whom were appointed by Government departments. Under the 1871 Act of Parliament, the Conservators have a duty to keep the Commons open to the public for exercise and recreation and to maintain the natural aspect. The Commons are a registered charity.

The Commons are an area of calm and tranquillity in the midst of the urban sprawls of Wimbledon, Putney and Kingston-upon-Thames in South West London. The Commons comprise about 460 hectares (1,140 acres) of countryside split between Wimbledon Common, Putney Heath and Putney Lower Common. Putney Lower Common is separated from the rest of the Common by about 1.5 miles. Approximately 360 hectares (900 acres) of the Commons are a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC).

The Commons consist of woodland, scrubland, heathland, and mown recreation areas and there are also nine ponds. They are the home to a wide variety of bird, animal and plant life. Being an unfenced Common, the whole area is open to the public 24 hours a day throughout the year. On an average weekend there can be some 10,000 visitors and users of the Commons.

Within the Commons there is an 18-hole Golf Course (played over by two Clubs), as well as cricket pitches, 16 miles of horse rides and the Richardson Evans Memorial Playing Fields covering 20 hectares (48 acres), providing football and rugby pitches in winter and facilities for athletics in the summer. There is a large pavilion containing 16 changing rooms with showers and toilets.

Since 1st April 1991, the Commons have been largely financed by means of a levy on the Boroughs of Wandsworth, Merton and Kingston in a proportion relevant to the number of "D" Band properties in each Borough within 3/4 mile of the Commons or in the old Parish of Putney. The Boroughs pass on this levy by way of an addition to the Council Tax on properties in the area

Further information can be found at [www.wpcc.org.uk](http://www.wpcc.org.uk)



# Wimbledon and Putney Commons

## EMPLOYMENT APPLICATION FORM

Job applied for	
Where did you hear of this vacancy?	

### PERSONAL DETAILS

Initial(s)	
Surname	
Address	
Home telephone	
Mobile telephone	
Email	

### EDUCATION/TRAINING

#### SECONDARY EDUCATION

Qualifications	Subject	Grade

### FURTHER EDUCATION

University/College	Qualification	Grade

VOCATIONAL TRAINING		
Training Institution	Course	Grade (if relevant)

CAREER HISTORY	
Name and address of current (or most recent) employer	
Position held	
Start date	
Leaving date	
Salary	
Main duties	

**PREVIOUS EMPLOYMENT**

Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	

## PERSONAL STATEMENT

Please explain your reasons for applying for this post and the experience, skills and knowledge that you have that make you suitable for the role

### OTHER INFORMATION

Do you currently hold a full driving licence?	Yes/No
Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?	Yes/No
If yes, please give details below:	
Do you have a disability which would require adjustments to be made for you to undertake this role?	Yes/No
If yes, please give details below:	

### REFERENCES: Please provide details of two referees, one of whom should be your current or most recent employer

Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	
Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	