



The Landworkers' Alliance – A grassroots union for farmers, growers, foresters and land-based workers
Website: www.landworkersalliance.org.uk Email: info@landworkersalliance.org.uk

The Landworkers' Alliance

Finance Manager

N.B *Application deadline extended till Wednesday 12th July 2023, 9am*

Job Description and Person Specification

Hours: 4 days (32 hours) per week

Duration: 2 year contract (24 months), with intention to extend, funding dependent.

Location: Working remotely, but with capacity to travel for occasional in person meetings, including to Bristol.

Working days: This is a 4 day week role (32 hours/week). These hours can be distributed over either 4 or 5 days within the working week, however the role holder needs to be available for work on Tuesdays and Fridays as this is when the majority of core Operations Team meetings happen. Most staff work a standard working day, however if you have childcare or other caring responsibilities or additional support needs, we are willing to negotiate and accommodate a degree of flexibility to how you distribute your hours.

Remuneration: £30,014 to £35,464 pro rata salary band, depending on experience and qualifications. Including a 3% statutory pension contribution and holiday allowance.

Closing date for applications: Wednesday 12th July 2023, 9am.

Interview date: Wednesday 26th July 2023, online.

Start date: As soon as possible given any required notice periods (we understand that some job roles require up to a 12 week notice period), or subject to negotiation depending on circumstances.

ABOUT THE LANDWORKERS' ALLIANCE

The Landworkers' Alliance (LWA) is a union of farmers, growers, foresters and land-based workers operating across the UK. Our mission is to improve the livelihoods of our members and create a better food and land-use system for everyone. We have a vision of a future where producers can work with dignity to earn a decent living and everyone can access local, healthy and affordable food, fuel and fibre - a food and land-use system based on agroecology and food sovereignty that furthers social and environmental justice.



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MODE OF WORKING

The working mode in the LWA is relatively autonomous and the function of the staff in the LWA is to design, develop and deliver work plans and projects that include coming up with team objectives and targets and creating strategies to deliver work inline with the objectives, priorities and targets set by the LWA Coordinating Group (Board of Directors), and LWA membership and LWA staff.

In addition to specific job responsibilities of the role, staff will be required to participate in staff meetings, staff trainings, staff Strategy days, membership engagement events and the LWA Annual General Meeting.

The LWA does not have a centralised office and our staff work remotely but may be required to attend meetings that take place in various locations around the UK, and in particular in Bristol. Reasonable travel costs will be covered in addition to the salary. Candidates must have the skills and confidence to work remotely as part of a diverse team and demonstrate a proven capacity to self-manage and work autonomously.

We work to create a supporting working environment that accommodates staff with caring roles, in particular those with child care responsibilities, and/or other responsibilities or needs. We can offer flexible working hours within the working week, and are willing to negotiate additional unpaid leave over the school summer holiday period. We also offer a bonus additional paid week of annual leave around Christmas and New Years to support all staff to be able to take a break and holiday over December- January.

We are committed to our [Equality and Diversity Statement](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills. We would like to particularly encourage those from under represented and marginalised groups to consider applying for this role.

The use of personal IT equipment is required for this role. If this poses a challenge for you we encourage you to get in touch (contact details below) as we do not wish this to be a barrier to applying.



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ROLE OVERVIEW

The Finance Manager will be responsible for the strategic financial development and management of the Landworkers' Alliance at a key moment in our organisational development. Over the last three years, we have increased our turnover and the number of projects we are working on, employ a larger team of staff, and have a growing number of members and supporters.

To work with us to manage and stabilise our growth we are seeking to recruit a dynamic and experienced Finance Manager who will sit in the Operations Team, working closely with the Fundraising Coordinators, HR Manager and Operations Manager. In addition, the Finance Manager will also be required to work with all LWA staff who are managing project budgets.

The Operations Team provide financial and operational coordination of the LWAs staff team, and the Finance Manager will maintain oversight and manage the many strands of the LWA's work and the diverse income streams, financial commitments and reporting requirements, and ensure the Coordinating Group (Board of Directors) has the information necessary to make decisions around the financial management and strategy of the LWA.

WORKING AS PART OF THE OPERATIONS TEAM

Collectively the Operations Team is required to maintain, organise and deliver key outputs to ensure the efficient and effective operational functioning of the Landworkers' Alliance. The team ensures that our work, outputs and activities are in line with the strategic plan, as we develop the structure, governance, power and democracy of the Landworkers' Alliance.

The Operations Team coordinates managing finance and fundraising; governance and accountability; recruitment, human resources and pastoral care; strategic staff and project support; and internal training and development.

The Operations Team is required to support, facilitate and empower the potential of others in the Landworkers' Alliance through building systems and processes that keep the organisation functioning effectively at a high level, and that support and enable staff, Coordinating Group and organising members to deliver on their work and mandates.



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SPECIFIC RESPONSIBILITIES AND OUTPUTS OF THIS ROLE

- Strategic overview of finances for the organisation, including overall responsibility for maintaining our financial software systems (Quickbooks et al.)
- Tightening up financial processes, clarifying the LWA chart of accounts and improving financial systems where necessary
- Coordinating, producing, and delivering all financial reporting including annual budgets, statutory accounts etc.
- Aligning financial planning with fundraising and sales strategies
- Putting together organisational budgets and communicating a long term view for the organisation
- Ensure robust financial systems, procedures and controls are in place for the entire life cycle of grants, and are properly documented, regularly reviewed, efficiently used
- Ensure all transactions are reflected accurately each month in the finance system and timely financial reports, data and analysis are produced
- Maintain a monthly cash flow projection of transactions, and ensure partners and project leads are providing regular updates
- Work with the Fundraiser to monitor spending on grants, flag issues early and manage a process for handling significant under or overspend on a timely basis
- Generate financial analysis and reports for Coordinating Group decision-making and other reporting requirements
- Support Project leads to be responsible for the financial management of their work, and where necessary support with training staff who need it
- To support the Fundraising Manager in their role by providing them with timely information and advice.

PERSON SPECIFICATION

This is a complex role which requires skills and experiences in the following areas:

Essential

- An AAT Accounting level 3 or 4, or other relevant qualification, of substantial relevant experience
- A high level of proficiency using Quickbooks is essential



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- Considerable leadership experience of strategic financial planning and implementation, including management of resources, as well as forecasting, budgeting, reporting in a complex rapidly changing organisation.
- Demonstrable experience of overseeing the development and implementation of strategic plans and organisational change processes; and experience leading a cohesive, effective team through these changes
- Experience managing large and complex budgets (The LWA's budget for the coming year is in the region of £1,400,000 with over 20 projects and income streams)
- Experience of working within a largely grant dependent organisation, with an understanding of the pressures of grant monitoring and reporting, and contract cycles have on staff, strategic plans and key areas of work.
- The ability to develop work plans, monitor progress, self manage and work autonomously, manage multiple work streams and maintain oversight of complex deadlines, and report on work done to the Coordinating Group, LWA membership, staff and partners.
- Commercially astute, technically strong with exceptional interpersonal, facilitation, negotiation, influencing and relationship management skills; able to motivate and inspire colleagues.
- A collaborative approach and understanding of working in a consultative, remote environment

Desirable

- Experience of supporting colleagues to generate income through trading activity would be desirable
- Demonstrable commitment to the vision and values of the Landworkers' Alliance as part of wider movement for ecological and social justice.
- Demonstrable commitment to the ethos and value of anti-oppressive and cooperative working practices.



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HOW TO APPLY

*In order to address any potential unconscious bias in our selection process we are committed to anonymising applications. Please provide your name and contact details in the main body of your application email **only**. Please remove your name and contact details from your CV, responses to questions and any other supporting documents.*

Send (max) 3 pages written response or (max) 10 minutes audio / video

1. What experiences do you think qualify you for this role, and what skills will you bring to this work?
2. Which part of this role do you think you would find the most challenging?
3. Tell us about a time you did something to improve the financial processes or management within an organisation. Why was this needed? What did you do to achieve this? What were your successes and learnings?
4. What is the most complex organisational budget you have been responsible for managing? What tools and strategies did you use?

Please also attach a short CV (max two pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references. Please note that applications and CVs longer than the length limit will not be considered.

Please send your application to admin@landworkersalliance.org.uk with '**Application to Finance Manager role**' in the subject heading. Deadline for applications is Wednesday 12th July, 9am.

We will be holding interviews for this role online Wednesday 26th July. We will get back to all candidates we would like to interview by the end of the working day on Friday 14th July.

If you have any questions, or would like to discuss any aspect of this role in advance of applying please contact us (admin@landworkersalliance.org.uk) and we will try our best to respond. Please email us well in advance of the closing date.