THE LIVING RAINFOREST

Accountant Job Advert

We are looking for an experienced and friendly Accountant to join our team and play a key role in managing our financial operations, ensuring accuracy, compliance and providing valuable financial insight to support the business.

The Trust for Sustainable Living is a registered charity based near Newbury, Berkshire. At our visitor centre, The Living Rainforest, visitors can experience the sights, sounds and smells of a lush tropical rainforest environment.

Key responsibilities:

- **Financial administration and reporting:** Oversee day to day financial administration, prepare monthly bank and credit card reconciliations, monitor cash flow and produce regular financial analysis to support the organisation.
- **Monthly management accounts:** Prepare monthly management accounts, including budget monitoring and variance analysis.
- **Annual financial accounts:** Maintain accurate financial records, produce account reconciliations and provide accurate year end accounts to the Auditors ready for compilation of annual statutory accounts.
- **Financial input to other periodic reports and returns:** Provide financial information for grant reports, statutory returns, and other organisational reporting requirements.
- **Facilitation of annual budgeting:** Facilitate the annual budgeting process and support budget holders in preparing and monitoring budgets.
- **Separate the finances of the charity and trading arm:** Maintain separate financial records for the charity and its trading subsidiary, ensuring accurate accounting and reporting.
- **VAT and Gift Aid returns:** Prepare and submit monthly gift aid returns and quarterly group VAT returns, and annual partial exemption calculations, ensuring compliance with HMRC requirements.

Required skills and experience:

- Knowledge and experience of Sage 50 Accounts (cloud) is desirable, including the ability to confidently manage all core accounting functions within the system.
- Part qualified/qualified ACCA/CIMA
- High attention to detail with a proactive and commercially focused mindset
- Charity finance management (e.g. VAT, grants, donations, restricted funds, Gift Aid)
- Produce and review accurate financial reports from till and CRM systems.
- Good communication and people skills, and a team player

The role:

- This is a part time position (2 days per week)
- It is based at our offices in Hampstead Norreys, RG18 0TN (a short 5 minutes drive from our visitor centre. As we are based in a very remote location, ability to drive and access to a car is essential.

To apply, please provide a CV and cover letter to anitam@livingrainforest.org so we can learn a little more about you.

Thank you for your interest in joining our team. Due to the popularity of some vacancies, if we haven't contacted you back within 28 days, please assume that your application was unsuccessful.

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The Living Rainforest is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk. Therefore the successful applicant will need to undertake an enhanced Disclosure and Barring Service check for this role.

THE LIVING RAINFOREST, Hampstead Norreys, Berkshire, RG18 0NT, UK
Signposted from J13 M4 Motorway