

RURAL URBAN SYNTHESIS SOCIETY

Post: Finance and Administration Officer (including Company Secretary role to the Board)

Role Description and Application Information

March 2019

About the Rural Urban Synthesis Society

The Rural Urban Synthesis Society (RUSS) is a Community Land Trust based in south-east London. We are an innovative volunteer-led organisation that has embarked on an exciting journey to build a sustainable community of self-built, permanently affordable homes in Lewisham. We currently have a board of voluntary Trustees who meet every six weeks, and almost 800 members.

Established in 2009 by four founding members in response to the London housing crisis, RUSS has received planning permission to build a 33-home, affordable housing development in Ladywell, Lewisham. Building is due to commence in summer 2019.

Read more about [RUSS on our website](#).

- Location:** Artworks Creekside, 3 Creekside, Deptford, London SE8 4SA. Office location may vary during the next 6-12 months. Some work may be required to be carried out in other London locations.
- Reporting to:** Operations Director
- Remuneration:** London Living Wage for 17 hours per week (currently @£10.55 per hour). (pro-rata of £20,300 Full Time, at 37 hours per week)
- Contract:** Fixed Term for two years
- Pension:** Contributory pension scheme
- Annual Leave:** 12 days per year (pro rata of Full Time allowance of 25 days per year), plus pro-rata of Bank holidays.

RUSS Meetings are held during evenings and weekends and take place in a variety of venues across Lewisham (including the [pioneering self-build development at Walters' Way](#)).

About the role

RUSS is seeking an enthusiastic Finance and Administration Officer to join the organisation at an exciting period. The organisation is undergoing a period of growth, and this role will make a significant contribution to its development. The duties offer a mixture of routine tasks alongside more project-based work which will provide a varied and interesting workload.

The purpose of the role is to be responsible for administration, bookkeeping and project-based tasks to support the smooth day-to-day running of the organisation. This will be achieved by work closely with the Operations Director, Treasurer, Trustees and wider membership.

The Company Secretary function is included in this role. The tasks include supporting the board in ensuring that meetings, appointments, and the finances of the organisation are run effectively and in accordance with the governing document. It is anticipated that this function will take approximated 2.5 days per 6 week cycle, including attendance at the evening Board meeting, board 'away days' (max two per year at weekends), and one evening Members' meeting each quarter.

Governance

We are a Community Benefit Society, registered with the Financial Conduct Authority (FCA) operating under charitable purposes with [Rules](#) instead of the Articles most commonly used for companies. A simple guide is in [Terms & Conditions on our website](#)

Duties

Bookkeeping

- Carrying out the finance processes and implementing financial controls
- Liaising with the accountants to ensure payroll, VAT returns, and end-of-year accounts duties are carried out accurately and on time
- Preparing for the annual audit and liaising with the auditors
- Day-to-day bookkeeping using the Quickbooks software
- Working with the Operations Director, the Treasurer and our accountant to prepare our accounts to be submitted to the FCA with the support of the Board member who reconciles the cashflow. Our accounts have to be submitted to the FCA by the 31st July 2019. The latest accounts can be found on the website in a Google folder, [latest accounts for 2017](#).

Governance and compliance

- Coordinating papers for board meetings and away days, and minuting proceedings
- Liaising with and reporting to external bodies such as the FCA and HMRC
- Ensuring all relevant HR and Trustee forms are signed and up-to-date

- Working with the Operations Director and the Co-Chairs to make sure that the Board is following our Rule Book, and that we are always acting within the law and according to our rules and objectives. Our [Rules](#) are on the website.

Membership

- Processing new members and ensuring the database is kept up-to-date
- This task current sits with a volunteer. All membership information is stored securely. Please treat this with strict confidentiality, and in accordance with our Security Policy (due to be updated shortly).

Administration and projects

- Researching and implementing a new IT infrastructure and developing associated procedures
- Communicating with members, volunteers and donors
- Working with Trustees and staff to develop and roll out of new policies
- Helping Trustees with information requests and other tasks
- General office management including liaising with suppliers
- Other ad-hoc project-based work

Routine (generally monthly)

- Arranging and minuting board meetings, and any subcommittees (agreeing agenda for Board meetings with the Co-Chairs and the Operations Director)
- **Ensuring Responsible Administration** of the board meetings, before and after each meeting
- Ensuring that Trustees and members are aware how the powers and duties of the governing document affect decision-making

Routine (annually)

- **Organising our Annual General Meeting**, including working with the co-Chairs to organise the event and manage the recruitment and voting process for trustee candidates.
 - To ensure arrangements for meetings are met (booking the room).
 - To work with social media volunteers to publicise the AGM and use online voting systems as appropriate
 - To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
 - To ensure up-to-date records are kept of committee membership.
- The AGM must take place within 6 months of the end of financial year, which means before the end of June, each year.

As required

- Developing new policies and procedures
- Ensuring the Terms of Reference for sub-committees are fit-for-purpose

It is advised that becoming familiar with the future residents for our Church Grove project will be beneficial. The Finance & Administration Officer may attend the Residents' Meetings, which are held monthly in the evenings.

Essential requirements

- Experience of working in a finance and/or administrative role
- Attention to detail with good organisational skills
- Strong IT skills, including experiences of using databases
- Financially literate
- Good written and verbal communication skills
- Ability to work autonomously and find solutions to problems
- Willing to multi-task and take on a range of duties
- Prioritisation skills
- Ability to get on with people from all walks of life

Desirable requirements

- Knowledge of financial procedures (SORP) for charities is desirable
- Experience of charitable and/or community benefit society structures and rules

How to apply

Please attach a copy of your most recent CV and a supporting statement (of no more than 1 side of A4) telling us how your skills and experience match the job description and essential requirements.

Email your application to dinah@theruss.org

The deadline is **5pm Friday 22nd March 2019**.

RUSS is a registered charity in England & Wales: XT18342 and an Industrial and Provident Society for the Benefit of the Community: 30624R
www.theruss.org/about