



Finance Coordinator

Do you have accounting/finance skills and an interest in social enterprises or co-operatives? Join Hempen, the UK's foremost pioneering hemp co-operative, and help cultivate a hemp renaissance across the UK and beyond.

We're looking for a Finance Coordinator to join our workers' co-operative and help us deliver our vision through sound financial oversight and effective delivery. Fast and efficient accounting skills are essential, and proven financial management capabilities would be ideal. Most important, is a good business sense, an ability to learn fast and a commitment to our not-for-profit values. We are a small company, so the work will be extremely varied and offer lots of opportunities for skills development in the role and in the wider business. This role also comes with an opportunity to take up subsidised accommodation on our beautiful community farm near Reading.

Person Specifications

- Accounting qualification or proven experience in a related position
- Understanding of the social enterprise model and of companies limited by guarantee
- Ability to produce, analyse and present financial information, reports and forecasts
- Experience of, or strong interest in, leading on the financial strategy of a small business
- Experience of implementing new systems, processes and procedures
- Strong numerical skills and attention to detail
- Fast and effective administration skills (emails, Payments, bookkeeping)
- Have excellent communication skills, both written and verbal
- Be able to deal with complex and changing situations with flexibility and a clear head
- Highly organised and self-driven
- Methodical & solution focused
- Have strong teamwork skills and enthusiasm to develop effective working relationships with colleagues and co-op members
- Knowledge and experience of Xero or similar accounting software
- Commitment to [Hempen's values](#)

Hours & Location

This role is for **21 hours per week**. You will be required to work in the office at our site at Path Hill Farm (Goring Heath, RG8 7RE) on Wednesdays, the option to work remotely is available on other days.

Pay & Benefits

The salary for this position is £20,111 pro rata (based on a 35hr week), in line with the Living Wage making the annual salary for **21 hours per week £12,066**. We operate a flat-pay structure at Hempen and are hoping to increase our wages soon - in fact, part of this role will be developing a sustainable wage's strategy!

Additional staff benefits include free home-cooked meals on site, an allowance of free products every month and discounts for friends & family

Accommodation

There is **subsidised accommodation available on our beautiful farm** in our shared house with this role. To find out more about this, please state in your application if this is something you would be interested in...

To apply

Please send a CV and covering letter with details of your experience and how you meet the applicant criteria to jobs@hempen.co.uk **by November 19th 2023**. Interviews are rolling from the point of application.

Role Description

Bookkeeping and systems

- Ensure all financial transactions are recorded appropriately and maintain company ledgers (we use Xero)
- Manage all accounts payables and receivables, including employees' expenses
- Train, support and manage a bookkeeping assistant
- Organise and maintain company bank accounts, debit cards, petty cash and payment gateways/PoS accounts. Reconcile all accounts monthly
- Produce income and expenditure reports as and when requested
- Manage payroll: prepare information, liaise with our external payroll provider, enter relevant journals
- Develop and maintain systems to devolve more financial responsibilities to other areas of the co-op and train people to use them (e.g. recording of sales income, monitoring of budgets)

- Work as part of a team on the smooth integration of systems and software that are relevant to our accounts

Financial reporting and compliance

- Produce monthly P&L and cash flow statements
- Prepare and post monthly manual journals: accruals, prepayments and similar accounting entries
- Keep asset register up to date, with support from our Accountants
- Prepare and file VAT returns every quarter, by the deadline
- Prepare quarterly management reports and present a financial analysis to the General Meeting once a quarter
- Work with other areas of the co-op to produce an annual budget and cashflow forecast, lead on a mid-year review
- Train and support other areas of the co-op to monitor their income and expenditure
- Liaise and work with our accountants to produce annual accounts and file with Companies House and HMRC by the deadline each year
- Ensure compliance to employer, company and tax regulations (payroll, tax, etc...)
- Liaise with funders and lenders and ensure grants and loans monitoring requirements are adhered to

Product costings and finance strategy

- Work with our production team to ensure our product costings are accurate and up to date at all times
- Support the sales team with pricing strategy
- Handle working capital management, monitor operational reserves and produce cash flow forecasts and contingency plans as and when needed
- Monitor debt and ensure loan repayments are kept up
- Input financial data into our business planning process and work with other areas of the co-op to develop a clear investment plan
- Research and propose finance options most relevant to necessary investments.
- Identify and monitor risks to project investment and delivery, propose solutions where necessary
- Actively keep an eye out for potential grant funding opportunities and flag them to relevant areas of the co-op
- Support grant funding applications with financial information, and keep records of grants (and budgets) applied for