



## Institution of Agricultural Engineers

([www.iagre.org](http://www.iagre.org))

### Finance and Project Development Officer

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#### Finance and Project Development Officer

Reliable, competent and flexible Finance and Project Development Officer for a small friendly Professional Engineering Institution, located on the Campus of Cranfield University

Due to the retirement of the current post holder, we are looking for a Finance and Project Development Officer with excellent IT and administration skills to take on all aspects of financial recording and to work closely with other team members on general administration and projects relating to the development of the Institution.

Salary: Circa £27,000 per annum (depending upon qualifications and experience) plus 6% pension contribution and flexible working opportunities by agreement. Car Parking and public transport available

For an information pack visit [www.iagre.org](http://www.iagre.org) to download or ring 01234 750876

#### How to Apply

Please send your application including your current Curriculum Vitae outlining your skills and experience to [ceo@iagre.org](mailto:ceo@iagre.org). In addition, please outline how you meet the requirements set out in the Person Specification and Job Overview. Please provide two references including (if appropriate) your present employer. We will follow up references only with your permission.

Please call Alastair Taylor on 01234 750876 or email [ceo@iagre.org](mailto:ceo@iagre.org) for further information

- The closing date is Tuesday 2 May 2017
- We anticipate that interviews will take place week commencing 15 May.
- We are hoping for a start date of 1 July 2017. There will be a period of handover period from the current post-holder.

## **Mailing address**

Alastair Taylor  
PRIVATE AND CONFIDENTIAL  
IAgrE  
The Bullock Building  
University Way  
Cranfield  
Bedford  
MK43 0GH

## **About the Institution of Agricultural Engineers (IAgrE)**

The IAgrE is the professional body for engineers, scientists, technologists and managers in agricultural and allied landbased industries, including forestry, food engineering and technology, amenity, renewable energy, horticulture and the environment. The prime remit is the promotion of professionalism at all levels through IAgrE membership and professional qualifications.

Activities include branch and technical group meetings, conferences and events. IAgrE's quarterly journal Landwards includes: technical articles, current industry news, news of members and reports from national, branch and other meetings.

Corporate members of IAgrE are automatically members of the European Society of Agricultural Engineers. IAgrE works together with its sister charity - the Douglas Bomford Trust (DBT) - to provide free membership for students studying relevant landbased engineering and technology subjects.

The Institution is staffed by a Secretariat based at Cranfield in Bedfordshire, and is governed by an elected Council. IAgrE is a Charity and a Company Limited by Guarantee. It is the UK member of EurAgEng, the European Society of Agricultural Engineers. IAgrE is an Equal Opportunity Employer

As a licensed body of the Engineering Council (EngC) and a constituent body of the Society for the Environment (SocEnv), IAgrE is able to register suitably qualified and experienced professionals to the registers of the EngC and SocEnv.

The IAgrE Secretariat employs a range of full-time, part-time, and contracted staff including:

- CEO and Secretary – 3 days a week
- Finance Officer – 2 days a week
- Membership Secretary – 5 days a week
- Business Development and Projects Assistant – 2 days (summer) and 4 days (winter) per week
- Communications Officer – 2 days a week
- Membership and Events Support/Office Administrator – 4.5 days a week
- Journal Editors – variable days
- IT Services – variable days

In addition to the above IAgrE relies upon the goodwill of volunteers and members.

## **Job Overview – Finance and Project Development Officer**

This job is 5 days per week although a fractional post would be considered if appropriate

The Finance Officer function of this job demands variable time allocation according to the time of year and the current post holder allocates between 2 and 4 days a week. The Projects Development function of this role arises from the Institutions plans to grow its membership and membership services through a range of strategies.

The position includes the following main areas:

### **Finance**

Primary responsibility for all aspects of financial recording including:

- Responsible for all accounts function, including entry to Sage
- Preparation of Financial Accounts to Trial Balance (or beyond) and liaison with accountants over Final Accounts
- Preparation of Members subscription and invoicing for conferences, sales etc.
- Preparation of Direct Debit data for submission to bureau
- All banking and funds received, Bank and Sales Ledger Reconciliations
- Monitoring the receipt of payment of membership fees and supporting the following up of these
- Preparation of payroll, pension payments and VAT returns
- Preparation of annual budgets and management accounts for Executive meetings
- Advising on finance matters relevant to good Governance and Business Development.
- Reminding CEO of key dates for financial reports and returns
- Working with individual branches to manage finances and accounts
- Invoicing employers for those registered within the Landbased Technician Accreditation (LTA) Scheme and following up late payments
- Supervision of Cash Flow and liaison with CEO over medium term investments
- Liaison with Investment Manager together with CEO and Honorary Treasurer

### **Projects Related**

Supporting the CEO and Membership Secretary with:

- Managing projects which support IAgRE membership development, services and retention
- Attendance at meetings, shows and events to help promote the work of the Institution
- Preparation of membership statistics and analysis of trends
- Supporting the management of IT security measures
- Analysis and develop systems to support business and IAgRE strategy
- Providing information to support the Annual Report to members and stakeholders
- Data entry and records maintenance

Other duties from time to time as required within a small organisation.

- Supporting colleagues during periods of annual leave, sickness, etc.
- Dealing with telephone calls and the forwarding of messages.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ (or Equivalent) at Level 3 or above in Business Administration or Association of Accountancy Technicians (AAT) or similar.</li> <li>GCSE English and Maths at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of CPD and development of new skills and qualifications.</li> </ul>
<b>Personal and Communication Skills</b>	<ul style="list-style-type: none"> <li>Strong customer service skills</li> <li>Good telephone manner</li> <li>Good organisational skills</li> <li>Ability to plan ahead</li> <li>Attention to detail</li> <li>Good communications skills</li> <li>Flexibility to assist colleagues</li> <li>Reliability</li> <li>Confidentiality</li> <li>Ability to work unsupervised</li> <li>Initiative</li> <li>Ability to manage own diary and workload against the annual business cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working with volunteers and non-office based colleagues</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A full understanding of small business accounting</li> <li>An appreciation of business operations and the concepts of professionalism</li> <li>Experience of working for small organisation/office environment</li> </ul>	<ul style="list-style-type: none"> <li>An appreciation of agricultural engineering and technology in modern society.</li> <li>An understanding of Charity Commission and Company House</li> </ul>
<b>Office Skills</b>	<ul style="list-style-type: none"> <li>Minutes</li> <li>General Administration</li> </ul>	
<b>Information Technology Skills</b>	<ul style="list-style-type: none"> <li>Experience and knowledge of SAGE.</li> <li>Experience and Knowledge of Excel (including macros and presentation of analysis)</li> <li>Working knowledge of Office 2013 functions</li> <li>Database Systems</li> <li>E-mail protocols</li> <li>File Management</li> </ul>	<ul style="list-style-type: none"> <li>Web based Content Management Systems (CMS)</li> <li>Electronic communication design</li> <li>PowerPoint presentations</li> <li>Design of forms and documents</li> <li>Mail Merge</li> </ul>

## Terms and Conditions

### Contract of Employment

This statement dated xx/xx/xx sets out the main particulars of the terms and conditions on which the Institution of Agricultural Engineers employs \_\_\_\_\_

Your employment began on \_\_\_\_\_ and continuation of employment will be subject to a review after 6 months. Employment with your previous employer does not count as part of your period of continuous employment.

### TERMS AND CONDITIONS

Title of job: You are employed as:

Pay: Your salary as at July 2017 will be: £

Normal hours of work: Normal office hours are 9am to 5pm Monday to Thursday and 9am to 4.30pm on Friday, with half an hour lunch break.  
(Some flexibility to working hours is possible within reason.)

Holiday entitlement: For full time employees 25 working days per calendar year.  
For part time employees the entitlement will be reduced proportionately.  
The office will be closed between Christmas and New Year.

The timing and number of days to be taken at any one time will be in consultation with and at the discretion of the Chief Executive.

Sickness or injury: Salary will be paid in full for the first month of absence. For longer absences, salary will be subject to review.

Medical certificates are required for absence arising from sickness or injury in accordance with current SSP regulations.

Rights to notice: Notice to be given by employer: 1 month  
Notice to be given by employee: 1 month

Termination of employment: By mutual agreement these notices can be waived or reduced.  
Payment in lieu of notice may be accepted.

Disciplinary rules: Staff are expected to act in accordance with normally accepted standards of behaviour.

If you are dissatisfied with any disciplinary decision you should raise it orally with the Chief Executive.

Grievance procedure: If you have any grievance relating to your employment you should raise it orally or in writing with the Institution Chief Executive.

Social Security pensions: A contracting out certificate is not in force for the employment in respect of which this statement is given.

The Institution contributes 6% of salary to a pension scheme.