

## Job Description

**Job Title:** Finance Manager (accountant) – part-time

**Location:** Hybrid - based at our Eastleigh office

**Salary:** £43,000 (pro-rata, actual £17,432)

**Hours:** - 15 hours/week – very flexible.

**Contract:** Permanent

### About us:

Learning through Landscapes is the UK's leading school grounds charity, dedicated to enhancing outdoor learning and play for all. Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature is recognised as a fundamental part of education, at every stage, for every child and young person.

We have unrivalled expertise based on three decades of experience, practical action and research. With offices in England and Scotland and staff based across the UK, our team and our accredited network of outdoor learning experts have the capacity to work nationally and internationally. Click [HERE](#) for more information.

### What you'll be doing:

- Lead and line manage the accounts team
- Liaise closely with the CEO and Business Services & HR Manager to ensure the smooth and efficient running of the organisation
- Manage the charity's funds to maximise interest receivable within the terms of the investment policy
- Produce accurate monthly management accounts, cashflow forecasts and reports for trustees
- Prepare quarterly VAT returns and supporting non-business apportionment of calculations
- Prepare the annual PAYE Settlement Agreement submission and payment
- Review the monthly payroll
- Maintain and review finance software and systems in response to changing Trust requirements, identifying efficiencies or savings where possible
- Compile year-end adjustments, prepare a year end file for the auditors and produce the first draft of the Trust's annual financial statement
- Work with Trusts and Foundations Fundraiser, helping with the preparation and review of the initial budgets required as the basis for applications for funding
- Assist managers with project budget costing, monitoring and review, grant claims and contracts for services
- Provide project budget and spend reports to project managers
- Prepare and file the Charity Commission Annual Return
- Keep LtL's Charity Commission, Scottish Charity Regulator and Companies House records up to date and do the same for LtL's dormant trading subsidiary.
- Contribute to the strategic development of the Trust

- Keep up to date with professional developments in the field
- Performing regulatory requirements as necessary, including ONS and Valuation Agency returns and other appropriate duties as required by the CEO.

### **What you'll need:**

- Experience of accounting for grant funded projects
- Experience of VAT partial exemption/non-business apportionment
- Experience of working in the charitable sector
- ACA, ACCA, CIMA, CIPFA or AAT level 4 qualified. Qualification by experience will be considered
- Computer literate particularly in Outlook, Excel and Word
- Quick learner, logical thinker, numerically minded and reliable
- Is able to work flexibly according to the needs of the Trust.
- Working knowledge of Sage 50 Accounts and Sage 50 Payroll
- Excellent Excel skills
- Knowledge of CRM systems.

***This is an indication of the scope of the role. If you don't have all of the above but feel it could be the role for you, talk to us!***

### **What we offer:**

- Flexible working
- Holiday, 28 days + bank holidays + a "birthday gift" day
- Laptop, phone and all travel & subsistence expenses
- Family & carer friendly policies
- Sick pay
- Pension scheme – 5% employer contribution
- Subsidised Christmas meal
- A supportive and welcoming team of colleagues, including our 20+ Delivery Team members.

We're an equal opportunities employer. All suitable applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are happy to support with any reasonable adjustments that are needed within the recruitment process.

If you would like an informal chat about the role, please contact the HR Manager, Sarah Knott on 07557 028600 or email [sknott@ltl.org.uk](mailto:sknott@ltl.org.uk).

## How to apply

Please send the following by email to [recruitment@ltl.org.uk](mailto:recruitment@ltl.org.uk)

- Your CV (maximum two pages)
- A covering letter (maximum two pages) explaining your interest in the role and how your skills and experience meet the criteria
- Please complete our [equal opportunities monitoring form here](#) to help us better understand our recruitment process

## The recruitment process:

This is a rolling recruitment process: applications will be reviewed as they are received and applicants may be called for a first round Teams Interview during the application window.

The deadline for applications is **9am on Monday 19<sup>th</sup> January 2026**.

**If you have not heard from us by 5pm on 23<sup>rd</sup> January, you have not been shortlisted.**

Shortlisted candidates will be invited to interview at our Eastleigh/Stirling office during **the week commencing 2<sup>nd</sup> February 2026**.

Reasonable travel interview expenses will be paid.