



Job Title:	Finance Coordinator
Project:	Edible Mach - Tyfu, Coginio, Bwyta Gyda'n Gilydd / Grow, Cook, Eat Together
Role:	3.5 hrs per week, hours are flexible. Required to attend bi-monthly online meeting held in the evening
Location:	Remote
Salary:	£2,600 per annum (based on FTE of £26,000 per annum)
Duration:	Fixed Term - ends 31 January 2027
Pension:	Employer 4% / Employee 6% on all earnings, via Nest Pensions
Holidays:	28 days leave + 8 days bank holidays (pro rata)
Line Manager:	Project Manager

Background to the Project

Mach Maethlon is a not-for-profit cooperative working to boost food resilience in the Dyfi Valley. As part of Mach Maethlon, Edible Mach is a community-led project that grows edible crops around Machynlleth and runs cooking and growing workshops.

This is an exciting new position, working in Machynlleth and surrounding area to deliver a new Lottery-funded project that builds upon the work Mach Maethlon has been doing in Machynlleth for over 10 years.

We aim to upskill, inspire and give confidence to local people to cook and grow their own food through putting on growing and cooking workshops, seasonal events and volunteering sessions at local community growing sites.

This project, which will run for 2 years, aims to increase skills in food growing, choosing, cooking & eating nutritionally with locally grown ingredients, increased community cohesion and improve Welsh language skills in the community.

You will be part of the project team that will work with and be supported by voluntary committee members from Edible Mach, and as part of Mach Maethlon, the voluntary Directors.

This is an exciting opportunity for someone to make a big difference to community growing and local food resilience in Machynlleth and the surrounding area.

Job Description

As Finance Coordinator you will be responsible for keeping Edible Mach's day-to-day financial operations running smoothly. This includes developing, managing and reporting on the financial activities for all Edible Mach projects. The Finance Coordinator will work closely with the Project Manager and report bi-monthly to the Edible Mach committee, producing funding reports and tracking project budgets. In this role you will be responsible for managing accounts payable and receivable, invoicing, reconciliations, financial reporting, payroll and expenses. You will be the go-to person for ensuring accuracy, compliance and efficiency in all these areas.

Key Responsibilities:

- Manage the accounts payable and receivable for Edible Mach projects, ensuring financial transactions are accurately recorded and reconciled into the accounting systems
- Prepare financial reports and present at bi-monthly committee meetings
- Being a bank signatory, you will be responsible for paying invoices, salaries, expenses and payments
- Checking and recording income, such as Powys Lotto, PayPal
- Implementing and managing finance monitoring systems for budget tracking and forecasting
- Produce funding reports, ensuring compliance with lottery funding and financial regulations and standards
- Timesheet and toil monitoring
- Checking and approving monthly payroll from PAVO, and updating them with any changes to employee hours or change in personnel
- Keeping accurate payroll records on our Dropbox system
- Assisting in the preparation of yearly audits and provide necessary financial data
- Support the Treasurer as required

Person Specification

		Essential	Desirable
1. Qualifications	Qualification to A-level or equivalent		X
	Relevant qualification in bookkeeping, finance or similar		X
2. Practical experience	Financial administration/bookkeeping	X	
	Managing budgets	X	
	Managing project finances, preferably grant-funded projects		X
	Implementing financial improvements		X
	Working with community grant funded projects		X
3. Knowledge	Good understanding of finance monitoring systems for budget tracking	X	
	Experience of using accounting software		X
	Knowledge of local food networks		X
	Knowledge of community/ third sector		X
4. Skills	Excellent verbal and written communication skills	X	
	Excellent PC skills, including good working knowledge of Microsoft Office.	X	
	Ability to work with diverse groups of individuals	X	
	Ability to work well in a team	X	
	Presentation skills		X
	Welsh speaking		X
5. Personal Attributes	Self-motivated, able to work unsupervised to deadlines	X	
	Highly organised with good time management	X	
	Attention to detail	X	

Mach Maethlon is committed to providing a work environment that fosters diversity, inclusion, and equal employment opportunity.

Please submit your CV and a cover letter outlining your qualifications and experience to matt@machmaethlon.org

Last date for submissions is 5pm on 14th April 2025

Interviews will be held in person in Machynlleth