

# Finance Officer

## Job Application Pack

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## 1. APPLYING FOR THIS POST

Please read all the pack information that follows.

If you feel you meet the job specification and job requirements, you are welcome to apply.

Applications must be made using the application form provided. Additional information can be submitted, for example a CV, but the application form must be completed thoroughly and not include 'refer to CV' as the only answer in the question boxes.

Deadline for applications is Wednesday 29th May 2019 by email to [helenhenderson@vwt.org.uk](mailto:helenhenderson@vwt.org.uk) or by post to

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for 14th or 17th June 2019. If you do not hear from us by 5<sup>th</sup> June, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

## 2. BACKGROUND TO THE TRUST

Vincent Wildlife Trust is an independently-funded charity that has been at the forefront of wildlife conservation for over 40 years. Our work focuses on mammals at risk in Britain, Ireland and, increasingly, mainland Europe. Currently the Trust's research is centred on the rarer bats and the smaller mustelids, including pine marten, polecat and stoat.

WWT's strategic aims are:

- to promote the conservation of mammals through a greater understanding of their ecology;
- to conserve mammals through the practical management of strategically important sites;
- to advise on the needs of mammals within habitats and landscapes, working with others where appropriate;
- to undertake and publish innovative applied studies on mammal species.

More detailed information is available on our website [www.vwt.org.uk](http://www.vwt.org.uk)

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### 3. JOB DESCRIPTION

<b>Starting salary</b>	£25,750 per annum
<b>Location of Job</b>	Bronsil head office, near Ledbury
<b>Responsible to</b>	Head of Finance
<b>Responsible for</b>	Supporting the Head of Finance with the Trust's financial management and reporting
<b>Job Purpose</b>	<p>To maintain high quality and accurate financial information and provide administrative support to colleagues and stakeholders of the Trust.</p> <p>To carry out financial tasks as detailed below and helping to ensure financial objectives are met.</p>

#### **Main duties**

Support the Head of Finance in the smooth and efficient running of all finance systems and procedures, including review of monthly processes, payroll, pensions, credit control, and other transactions.

Assist with the preparation of quarterly management accounts, year-end accounts, cash flow forecasts and ad hoc management reports in an effective efficient and timely manner.

Provide support to the Head of Finance, managers and budget holders with the monitoring and preparation of budgets and forecasts.

Monitor and record grant expenditure.

To support the Head of Finance and project staff with financial breakdowns and claims for funders/prospective funders and project partners.

Maintain accurate and up-to-date financial records, including administration of the nominal ledger, purchase ledger and sales ledger on SAGE ,complying with all statutory and regulatory requirements.

To issue sales invoices, process all purchase invoices received for payment and post all bank and petty cash transactions.

Prepare the monthly payroll changes report, process expense claims for payment and administer the Trust's pension schemes.

To assist with Company Secretarial duties, such as filing of statutory returns, preparation of papers for Board meetings and ensuring policies are kept up to date and referred for approval.

To carry out general and routine administrative duties including:

- your own documentation creation and amendments;
- filing and backing up financial and other important information.

It is particularly important that all personnel working at the Bronsil head office are flexible in contributing to the general running of the office and Trust affairs. Due to the small size of the organisation, many routine tasks are shared and there may be times when an 'all hands on deck' effort will be required to complete certain tasks.

Due to the nature of this post, a high level of confidentiality and discretion is required.

## **Other duties**

### **Office, training and personnel**

- a) To attend such training courses as is required
- b) To be familiar with, and abide by the Trust's Policies and Procedures

### **General**

- a) Occasionally carry out other duties when required
- b) Present a friendly, professional, competent and tidy personal image
- c) Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances.

## **4. TRAINING AND DEVELOPMENT**

As part of its commitment to investing in its people, Vincent Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust.

## **5. OUTLINE CONDITIONS**

This post is full time at 40 hours per week. A part-time role with a minimum of 30 hours per week could be considered for the right applicant and, in that case, salaries and holiday entitlement, etc. would be pro rata. Core hours of employment will be Monday to Friday, 9.30am to 2.30pm - flexibility outside of these hours is permissible according to personal preferences and in liaison with the CEO. Due to the nature of the Trust's work, evening or weekend work is sometimes necessary, for which time off in lieu is given.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities. They are also required to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

### **Benefits Package**

Vincent Wildlife Trust offers a workplace pension scheme with Aviva. The Trust also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year, plus bank holidays.

### **Value statement**

The Trust expects its staff, paid and unpaid, to carry out their duties in a way that consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development opportunities, based on a documented personal annual appraisal.

## **6. IDEAL CANDIDATE PROFILE**

### **Qualifications**

Recognised accounting/book-keeping qualification  
Driving licence preferred

### **Experience and skills**

Experience of assisting with charity finance and/or management accounting preferred  
Excellent numerical, mathematical, analytical and financial planning skills  
Knowledge of charity regulation and compliance and charity SORP an advantage  
Knowledge of Sage (or another accounting system)  
Knowledge of payroll  
Experience of using Microsoft Office applications  
Excellent communication skills

### **Personal qualities**

Integrity and discretion  
Excellent interpersonal skills  
Enthusiastic and self-motivated with initiative and drive  
Positive 'can do' attitude  
Well-organised, with good attention to detail  
Committed to self-development, keeping relevant skills and knowledge up-to-date

## **7. OFFICE LOCATION AND TRAVEL REQUIREMENTS**

The Finance Officer post is based at the Trust's head office near Ledbury, in Herefordshire. The post holder will preferably have access to a car for business use. Travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle may be possible for longer journeys.