

# Business and Administration Officer Job Application Pack

## Contents

1. Applying for this Post
2. Background to the Post
3. Job Description
4. Training and Development
5. Outline Conditions
6. Ideal Candidate Profile
7. Office Location and Travel Requirements



---

## 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, eg, 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 Friday 17 January 2020 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 27 or 28 January 2020. If you do not hear from us by 20 January, 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 threatened mammals in Britain, Ireland and, increasingly, continental Europe. Currently, the Trust's research is centred on the rarer bats and the smaller mustelids, including pine marten, polecat and stoat. VWT's mission is to conserve threatened mammals by leading the way with scientifically sound conservation work.

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

---

### 3. JOB DESCRIPTION

<b>Starting Salary</b>	£18,500 pro rata per annum
<b>Location of Job</b>	Bronsil head office, Eastnor, Ledbury
<b>Responsible to</b>	Finance Manager
<b>Responsible for</b>	Supporting the Finance Manager, Operations Manager and other members of the head office team with the Trust's financial management and administration.
<b>Job Purpose</b>	To undertake a range of finance and administration tasks to support the Finance Manager, Operations Manager and other members of the head office team.

#### **Main Duties**

- Assist with accounts data entry, processing invoices, payment of suppliers and purchasing
- Assist with payroll and pensions processing
- Assist with preparation of budgets, management and year-end accounts
- Process staff, Trustee and volunteer expenses claims
- Provide support in relation to the preparation of various company secretarial documents
- Provide meetings and events support, including minute taking, organising catering, booking accommodation and making travel arrangements for staff and Trustees
- Undertake general administrative duties, including answering the phone, filing, ordering stationery and other office equipment. Complete routine housekeeping tasks as required
- Assist with GDPR compliance, to include archiving
- Carry out vehicle checks on VWT pool vehicles and assist with the organisation of vehicle servicing

## Other Duties

### Office, training and personnel

- Attend such training courses as is required in discussion with the Finance Manager.
- Be familiar with and abide by the Trust's policies and procedures.

### General

- Carry out other duties commensurate to the role as required by the Trust.
- Present a friendly, professional, competent and tidy personal image.
- 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 part-time at 20 hours per week. 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. A contributory pension scheme is in operation and the post holder is entitled to 25 days paid leave per year, pro rata in addition to public holidays also accrued pro rata. The post holder must have access to a car and will be reimbursed for travel costs beyond travel to the office.

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, and 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**

Minimum of five GCSEs (A to C or 9-4) including Maths and English. BTEC/NVQ or A level qualifications in Business Studies/Administration or another relevant field would be desirable.

Full UK Driving licence

### **Experience and Skills**

Experience of using Excel, Word and Outlook

Excellent telephone and communication skills

Knowledge of Sage (or another accounting system) and bookkeeping and accountancy skills desirable but not essential

### **Personal Qualities**

A demonstrable interest in business, finance and administration

Well-organised with good attention to detail

Strong interpersonal skills

An enthusiastic, self-motivated individual with initiative

## **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. Additional travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle may be possible for longer journeys.