

## Administration and Finance Assistant

Part-time (30 hours/week), permanent contract

Salary: £23,000 per annum pro rata, dependent on experience.

We are looking for a new part-time (30 hrs/week) Administration and Finance Assistant at Vincent Wildlife Trust (VWT), to support our business and finance administration function with an interesting variety of tasks.

VWT focuses on conserving smaller carnivores and rare bats in Britain, Ireland and Europe. The Trust has 18 staff (increasing to 24 in 2024), ten of whom are based at our Bronsil HQ while further staff work from home in Scotland, Ireland, Wales and SW England.

This role offers an opportunity to support an expert team's delivery of a wide range of conservation projects, working alongside the Operations Manager and Finance Team to ensure that the staff have the facilities and support required to carry out their roles.

If you have an interest in business and finance administration, with an excellent attention to detail and communications skills, and would like to work with us to support wildlife conservation, please visit [www.vwt.org.uk](http://www.vwt.org.uk) for further details and to apply.

### Deadline for applications

17:00 on Sunday 12 November 2023 by email to [hr@vwt.org.uk](mailto:hr@vwt.org.uk)

or by post to Vincent Wildlife Trust, 3-4 Bronsil Courtyard,  
Eastnor, Ledbury, HR8 1EP

For all enquiries, please call Averil Clothier, Operations Manager,  
on 01531 636441 or [hr@vwt.org.uk](mailto:hr@vwt.org.uk)