

Administration and Finance Assistant

Part-time (30 hours/week), permanent contract
Salary: £23,920 per annum pro rata (£12.43/hour)

We are looking for a new Administration and Finance Assistant 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. VWT staff numbers are increasing to 24 this year, 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 for further details.

For a Job Application Pack, please visit www.vwt.org.uk/vacancies/

Deadline for applications

17:00 on 29 February 2024 by email to hr@vwt.org.uk or by post to:

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

Previous applicants need not apply

PLEASE NOTE

We will be actively interviewing for this role as we receive applications and may close the recruitment process earlier than 29 February — so please apply early to avoid disappointment. We look forward to hearing from you!