

Finance and Administration Officer

Job description



Team	Finance & Operations
Place of work	Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, WR3 8SZ. Hybrid working available with up to 40% WFH.
Responsible to	Head of Finance & Operations
Key relationships (internal)	Finance & Operations team, Head of Conservation, Head of Fundraising & Engagement, Reserves Team Leader, Hon. Treasurer
Hours	Part-time, permanent. 17.5 hours per week – working pattern to be agreed with successful candidate with hours between 9am – 5pm Monday to Friday
Salary	Up to £13,000 per year (£26,000 FTE) depending on experience
Overall job purpose	To support the work of Worcestershire Wildlife Trust by supporting the financial and administrative functions to run efficiently and effectively

We are Worcestershire's leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 members. Our 40 staff are supported by 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across Worcestershire, covering 12.5 square kilometres of land, and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes working with schools and young people, communities and local businesses.

Our three goals set out in our strategy to 2030 are:

- Nature in recovery: 30% of land for nature by 2030.
- Action for nature: one in four people taking action for nature by 2030.
- Sustaining our future: more diversity, more funding and carbon zero by 2030.

We are one of 46 independent Wildlife Trusts operating across the UK.

The Finance and Administration Officer role is a key post for the Trust, helping to ensure the financial functions of the Trust and our trading subsidiary, WNCT Enterprises Ltd, are run efficiently and effectively. The team play a critical role in the running of the Trust office at Lower Smite Farm. Through this work, the team play a significant role in enabling the Trust to undertake our vital work.

Job Specification

1 Financial Operations and Support

- Processing of invoices received and following procedures for authorisation ahead of payment
- Processing of employee and volunteer expenses forms
- Recording financial transactions (Sage 50 Accounts is currently used by the Trust and WNCT Enterprises)
- Supporting the Head of Finance and Operations to complete requirements in respect of VAT, payroll, HMRC and other agencies as required
- Assist in the creation of quarterly financial management reports and assisting auditors in relation to preparation of annual accounts

2 Administrative operations and support

- Support the delivery of day-to-day administrative activities
- Supporting team of volunteer receptionists in delivery of their responsibilities
- Assisting with the management of contractors and service delivery in respect of cleaning, waste, utilities and general maintenance and operation of the offices at Lower Smite Farm and other Trust-owned properties.

3 Management and supervision

- Currently there are no direct line staff management responsibilities relating to this post

4 Contribute to the overall work of the Trust

- Attend and contribute to team meetings, training days etc as required
- Assist with, attend and support Trust events and activities as required

Person specification

A Skills

- A meticulous attention to detail
- Ability to organise and plan work effectively
- Able to work co-operatively as part of a team
- Computer literate including the Microsoft Office suite, particularly Microsoft Excel
- Good verbal and written communication skills

B Experience

- Experience of using financial software/bookkeeping, with experience of using Sage 50 Accounts and Sage Payroll preferable
- Posting financial transactions and performing bank reconciliations
- Experience of dealing with customer or public enquiries, both via telephone and in writing
- Able to demonstrate experience of working to deadlines

C Knowledge

- Relevant accounting/bookkeeping practices
- Understanding of VAT
- Understanding of data protection and implementation
- Training will be provided in relation to charity sector specific accounting practices

D Personal

- Passion and enthusiasm for the Trust's aims
- Well organised and methodical
- Flexible approach to managing a changing workload through various reporting cycles

January 2025