

JOB DESCRIPTION

Job Title Finance Officer

Working Conditions and base

Full time (37 hours per week)

Working base will be the Great George Street Office in Bristol, with the option to work from home at least one day a week.

Responsible to Financial Controller

Team Finance

Responsible for

Occasional volunteers

Overall Purpose of Job

To support the provision of an accurate, professional and efficient finance administration service.

Main Responsibilities

- To input and process finance data on a daily basis, using the finance system (currently Xledger), Excel, and CRM and other relevant systems, to maintain accurate and up to date financial records for the Trust and Folly Farm Centre.
- To support the Financial Controller and Accountant in the provision of accurate and up to date financial information.
- To provide cover if required for general administration, including telephone, reception and general enquiries.
- Attend regular team meetings and make a positive contribution to delivering an excellent finance service.
- To undertake specific ad hoc tasks as required.

JOB SPECIFICATION

Management and Supervision

Provide support to other members of the Finance team and to any finance volunteers and to continually improve finance and administration processes and services.

Accountability and Resources

Work to agreed budgets and timescales and take 'ownership' of your areas of work.

Job Impact

Supporting the Finance team. Liaising on finance processes and transactions with staff at all levels, and developing good communication and integration with the work of other teams. External impact from dealings with customers and suppliers.

Independence and Judgement

Some responsibility and autonomy for a variety of routine and non-routine work activities on a daily basis. Work flexibly and carry out any other duties that may be required.

People and Contacts

Liaising regularly with a range of contacts including the public, members and potential members, suppliers, service providers, customers, co-workers, volunteers and Trustees.

Creativity and Innovation

Opportunity for creativity and innovation and a large degree of personal responsibility and autonomy.



PERSON SPECIFICATION

Job Title Finance Officer

Team Finance

Essential experience of

- Experience of working in a busy office and finance environment.
- Purchase ledger experience from purchase order to payment
- Sales ledger and credit control
- Competent in all Microsoft Office applications.
- Experience of dealing confidently with enquiries both on the telephone or face to face.
- Experience of setting up and maintaining administration processes.
- Experienced in use of accounting systems
- Good numeracy and literacy to at least GCSE level/NVQ 2 or equivalent

Desirable experience

- Processing Gift Aid claims
- Experience of working for a charity or not for profit.
- of setting-up and refining administrative processes

Competence, Knowledge & Skills

- Well-developed interpersonal and team working skills.
- Excellent communication skills at all levels both written and verbal.
- Well organised and able to re prioritise work.
- Quality focused so that work is right first time and delivered to a high standard.
- Ability to work on own initiative, meet deadlines and take responsible action.

Personal Qualities

- Flexible 'can do' attitude.
- Well-presented and professional at all times.
- Understands need for confidentiality and discretion.
- Willingness to work flexibly for example to provide cover in the absence of colleagues.
- Positive approach and commitment to providing excellent service.
- Be willing to attend occasional events out of normal working hours.
- Receptive to the Trust values for passion, inspiration and innovation.
- An interest in wildlife and nature conservation and supportive of the aims of The Wildlife Trusts

Committed to our values:

- Passion – we behave with belief and passion for the cause, recognising the urgency we face.
- Inspiration – we recognise our role in enabling, empowering, and inspiring all people to take action for nature.
- Innovation – we know that to achieve change we must use our initiative, push boundaries, and challenge ourselves to improve our knowledge and understanding.