

Job description

Job title: Finance Officer

Team: Finance

Responsible to: Financial Controller

Responsible for: no direct reports

Working base: Avon Wildlife Trust head office 17 Great George Street, Bristol BS1 5QT with all Avon Wildlife Trust owned or managed sites

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

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 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.

Working conditions

- Generally office based with occasional travel to other Avon Wildlife Trust hubs and sites
- Optional home working by prior agreement with your line manager

Person specification

E = essential criteria. D = desirable criteria

Please note - we have robust safeguarding procedures in place. This post is subject to a successful DBS (Disclosure and Barring Service) check if applicable, and we will require two workplace references.

Experience

- Experience of working in a busy office and finance environment. (E)
- Purchase ledger experience from purchase order to payment (E)
- Sales ledger and credit control (E)
- Processing Gift Aid claims (D)
- Competent in most Microsoft Office applications (E)
- Experience of dealing confidently with enquiries both on the telephone or face to face. (E)
- Experience of setting up and maintaining administration processes. (D)
- Experienced in use of accounting systems (E)
- Good numeracy and literacy to at least GCSE level/NVQ 2 or equivalent (E)
- Experience of working for a charity or not for profit. (D)

Competence, knowledge and skills

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

Personal qualities

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

Committed to our values:

- **Passion** – We behave with belief and passion for the cause, recognising the urgency required to tackle the ecological and climate emergencies.
- **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