

Job description

Job title: Finance Manager

Team: Finance & Operations

Responsible to: Director of Finance & Operations

Responsible for: Finance Officer

Working base: Avon Wildlife Trust all Avon Wildlife Trust owned or managed sites

Overall purpose of job

Responsible for the work of the finance team, the smooth and efficient running of all finance systems and processes, including monthly bank account, control account and other balance sheet reconciliations, payroll, pension, PAYE, credit control, gift aid and VAT returns, BACS payments, and preparing monthly management accounts and ad hoc management reports.

Main responsibilities

- To maintain accurate and up to date financial records of Avon Wildlife Trust. This includes:
 - Managing the organisational balance sheet, including:
 - Managing all accounts payable, accounts receivable and intercompany accounts
 - Completing bank account reconciliations, cash management and credit control
 - Managing the organisation's accounting and financial reporting system (Xledger), including being the system administrator
 - Completing all accounting for restricted and designated funds
 - Import and reconciliation of data from connected systems such as Online banking, ThankQ (Access CRM), BrightPay, Mosaic BACS, and booking systems.
 - Compliance with all statutory and regulatory requirements including Charity Commission and HMRC (including VAT, PAYE and Gift Aid)
- Provide support to managers and budget holders across the organisation to champion a culture of financial awareness. Assist with preparing budgets and forecasts and interpreting financial information. Brief directors and managers on variances against budgets and agree any actions to be taken.
- Monitor compliance with financial procedures across the Group
- To prepare and run the monthly payrolls for the Group for review by Director of Finance & Operations and to ensure that all deadlines/payment dates are met.
- Responsible for submission of all HMRC returns.
- To support the Director of Finance & Operations in the provision of accurate and up to date financial information to the Senior Leadership Team, Directors and Trustees
- To support the Resources Team on the insurances and vehicle fleet
- Lead on topical finance projects as appropriate and undertake other duties as requested by the Director of Finance & Operations.
- Provide ad hoc advice to Trustees, staff and local groups as required

Job specification

Management and Supervision

- Responsibility for the management and supervision of the finance team.

Accountability and Resources

- Accountable for developing and monitoring all financial controls and procedures across the group
- Accountable for managing all group bank accounts
- Accountable for ongoing development of financial reporting across the group. This includes providing effective and timely management reports to budget managers and helping develop the AWT Group's financial systems to meet changing requirements.
- Accountable for Payroll Management

Job Impact

- Ensure the smooth and efficient running of all finance and resources systems and procedures.
- Develop and maintain good communication with staff, volunteers and Trustees.
- Works externally through contact with suppliers, service providers and partner organisations.

Independence and Judgement

- Ability to work independently to manage the day to day activities of the finance team. Making frequent decisions on compliance with organisational financial controls.
- Providing regular financial information to senior managers to make key budget management decisions.
- Works flexibly and carries out any other duties that may be required.
- Keeps abreast of changes in legislation and best practice relating to this role.

People and Contacts

- Managing external relations with the group auditor, bank managers and VAT and tax advisors
- Frequently briefing budget managers on financial performance
- Liaising regularly with a range of contacts including customers, suppliers, staff, volunteers, funders, advisers, service providers, staff, volunteers and Trustees and other stakeholders.

Creativity and Innovation

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

Working conditions

- Work is usually desk based
- Generally office based, with some travel to other AWT sites.
- Occasional regional travel will be expected.
- You may be required to work from other AWT hubs and owned or managed sites.
- Occasional out of hours support for events (TOIL awarded).
- Optional home working by prior agreement with your line manager
- You will not be required to work outside of the UK.

Person specification

E = essential criteria. D = desirable criteria

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

Experience

- Part / Qualified (ACA / ACCA / CIMA), or qualified by experience, accountant (E)
- Significant experience of managing charity finances and/or management accounting (E).
- Experience of using a variety of accounting systems (E)
- Experience of using Xledger (D)
- Experience of running payroll, VAT and gift aid (E)

Competence, knowledge and skills

- Excellent numerical, mathematical, analytical and financial skills (E)
- High levels of communication skills, both oral and written (E)
- Excellent inter-personal skills (E)
- Ability to analyse information, identify issues, recommend solutions (E)
- Well organised, good attention to detail and able to handle a challenging workload (E)
- Degree in accounting, business, economics, finance, or a related field; or equivalent experience (D)
- VAT knowledge and experience (E)
- Charity regulation and compliance and charity SORP (D)
- BACS processes (D)
- Proven project and change management skills (D)
- Team management skills to ensure high performance and timely delivery (D)

Personal qualities

- Integrity and credibility (E)
- Positive 'can do' attitude (E)
- Commitment to self-development, keeping relevant skills and knowledge up-to-date (E)
- 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:

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