

Application Pack

Finance Officer
(Part time: 25 hours per week)

June 2018

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1. ADVERT

A unique opportunity to join a successful and growing conservation charity at an exciting time!

Finance Officer

£24,444- £27,783 FTE (SCP 24-28) pro rata plus 7% pension.
25 hours per week

Herts and Middlesex Wildlife Trust is a local charity supported by people who care about protecting wildlife. Our vision is of a Living Landscape, where we work with others to improve our towns and countryside for wildlife. We work with volunteers to manage a network of more than 40 nature reserves, covering nearly 2,000 acres.

We are recruiting for a part-time Finance Officer to support the operation of the financial management service in keeping with the nature of a tightly run, medium-sized charity and support the management, control and reconciliation of financial matters on behalf of the Trust.

The successful candidate will have a finance background with a good working knowledge of double entry bookkeeping and be fully conversant with Sage 50 Accounts & MS office systems (Excel/Word). Experience of charity finance would be an advantage but is not essential.

The post is supported by two part-time volunteers who are line-managed by this person.

We are looking for someone who has excellent communication skills with a friendly approach, confidence in dealing with numbers quickly and accurately, with great attention to detail, together with an interest in what we do.



**Herts and
Middlesex**

For more information and to apply (CVs are not accepted), visit our website:

www.hertswildlifetrust.org.uk/about/jobs

Herts & Middlesex Wildlife Trust
Grebe House
St Michael's Street
St Albans
Herts
AL3 4SN

Tel: 01727 858901

Email: recruitment@hmwt.org

Closing Date:

9am, Monday 2 July 2018

Interviews:

Monday 9 July 2018

A driving licence and flexibility to work occasional irregular hours is required for all posts. The post may be subject to a Disclosure check by the Disclosure and Barring Service.

Protecting **Wildlife** for the Future

2. RECRUITMENT & SELECTION PROCESS

How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email by **9am** on **Monday 2 July 2018**. CVs will not be accepted.

For an application pack, please visit our website, where you will find details about the post and the application process.

www.hertswildlifetrust.org.uk/about/jobs

Please send your application form & Equal Opportunities form with your name in the file name recruitment@hmwt.org.

Selection Process

Shortlisted candidates will be invited to an interview on **Monday 9 July 2018** in St Albans.

An offer of appointment will be made to the successful candidate shortly after interview. An offer of employment made by Herts and Middlesex Wildlife Trust at this stage is subject to satisfactory written references, an employment medical assessment and may be subject to a Criminal Records Disclosure.

You must also be able to identify that you have the right to work in the UK, and that you have the qualifications listed in your application.

If you have not heard from us by the interview date, I regret that your application will have been unsuccessful on this occasion.

3. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

This is an exciting time to join the Trust! During the past few years, the Trust has been growing and developing, with substantial increases in members (now over 22,000), income (now over £1.5m) and grant funding for project work. Our office at Grebe House is based on the edge of Verulamium Park in St Albans and we are a friendly team of 36 staff.

An increasing emphasis of the past few years has been our focus on landscape scale conservation - Living Landscapes. This calls for an integrated approach to our work on our nature reserves, with other landowners, through education and community and our influencing and advocacy work.

Our vision is *an environment rich in wildlife for everyone.*

Our mission is *to protect and enhance wildlife and connect people with the natural world, working in partnership to create a Living Landscape in Herts & Middlesex.*

Our strategic objectives are:

- **WILDLIFE:** *to protect, enhance and connect places for wildlife on nature reserves, in urban areas and across the wider countryside through positive conservation action;*
- **PEOPLE:** *to inspire people to value the natural world and enable action for wildlife.*

What we do

Formed in 1964, we are a local charity supported by people who care about protecting wildlife, including over 20,000 members. With volunteers, we manage a network of more than 40 nature reserves, covering nearly 2,000 acres. Beyond this our vision is of a living landscape, where we work with others to improve our towns and countryside for wildlife.

The Trust is active in all parts of Hertfordshire and in the London boroughs of Enfield, Barnet, Harrow and Hillingdon.

The Wildlife Trusts

Herts & Middlesex Wildlife Trust is part of a partnership of 47 local Wildlife Trusts across the UK, plus the Isle of Man and Alderney - the largest voluntary organisation in the UK solely dedicated to protecting wildlife. There are over 800,000 members and 2,300 nature reserves across the UK. The Trust's junior membership Wildlife Watch is part of this UK network. The Wildlife Trusts lobby for better protection of the UK's natural heritage and are dedicated to protecting wildlife for the future.

Staffing

The Trust staff includes the Living Landscape team, Fundraising & Communications team, and Finance and Administration team.

Funding

Our annual turnover is approximately £1.5 million, over half of which comes from membership subscriptions. Grants and fundraising activities contribute the remainder.

For more information please visit:

www.hertswildlifetrust.org.uk to view our latest Annual Review, Strategic Plan 2016 - 2021 and Reserves information.

www.wildlifetrusts.org to view The Wildlife Trusts 'A Living Landscape' report.

4. JOB DESCRIPTION

JOB TITLE:	Finance Officer 25 hours per week
RESPONSIBLE TO:	Finance Manager
RESPONSIBLE FOR:	Finance volunteers
LOCATED AT:	Grebe House, St Michael's Street, St Albans AL3 4SN
WORK AREA:	Based at Grebe House, St Albans, Hertfordshire AL3 4SN The Trust's activities cover Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
SALARY:	£24,444 - £27,783 FTE (SCP 24-28) pro rata plus 7% pension
EMPLOYMENT TERM:	Permanent
JOB PURPOSE:	To support the operation of the financial management service in keeping with the nature of a tightly run, medium-sized charity. To support the management, control and reconciliation of financial matters on behalf of the Trust.

Main Duties and Responsibilities:

1. Undertake postings to, and maintain the integrity of, the computerised financial accounting system (Sage 50 Accounts) including the Balance Sheet, Profit & Loss and Trial Balance.
2. Administer the control accounts on Sage, ensuring they are reconciled and kept in good order.
3. Process sales & purchase ledger transactions, including invoices, credit notes and cheque requisitions, in accordance with internal finance policy.
4. Ensure all payments to suppliers, staff and volunteers are made on time via the on line banking system or by cheque, in line with internal financial policy.
5. Process credit card payments.
6. Ensure all income (cash and cheques) are banked and categorised as appropriate.
7. Ensure sales invoices are settled promptly and any lapses are brought to the attention of the Finance Manager.
8. Carry out a weekly reconciliation of all the bank statements to Sage.
9. Control petty cash transactions and undertake monthly reconciliations.
10. Issue and control cash floats in support of Trust events.
11. Deal with financially related enquires by phone, letter and email.
12. Prepare and process journals e.g. accruals, prepayments, allocations, ensuring they are authorised by the Finance Manager.
13. Maintain the fixed asset register.
14. Issue the month end Sage reports to departmental managers.
15. Manage the Finance volunteers' workload and arrange ongoing review.
16. Assist the Finance Manager in the preparation of routine and ad hoc financial reports for management and Trustee meetings.
17. Assist the Finance Manager and the Auditors with the preparation of the annual statutory accounts.

18. Assist the Finance Manager with the VAT return.
19. Assist the Finance Manager with payroll administration, in particular administer pension and childcare payments
20. File paperwork relating to financial transactions.
21. Undertake other duties required by the Line Manager, consistent with the job purpose.
22. Carry out all duties with regard to relevant legislation and the Trust's policies and procedures.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Date prepared: June 2018

5. PERSON SPECIFICATION

Essential	Desirable
Knowledge and experience	
<ul style="list-style-type: none"> • Proven experience of bookkeeping & accounting, with a good all round knowledge of double entry processing • Construction of Trial Balance, Balance Sheet and Profit & Loss account for management purposes • Familiarity with banking systems, particularly around on line payments • VAT experience relevant to the role 	<ul style="list-style-type: none"> • Bookkeeping qualification or completed early stages (Introductory-Intermediate) of Association of Accounting Technicians (AAT) qualification or qualified by experience • Payroll experience • Experience in identifying, establishing and maintaining financial systems, standards and controls • Experience of the charity or not-for-profit sector • Knowledge of managing restricted funds and the associated accounting • Knowledge of company law & tax • Knowledge of charity law and the Charities SORP
Skills and competencies	
<ul style="list-style-type: none"> • Excellent organisational skills and ability to prioritise workloads • Strong interpersonal and communication skills, particularly important to be able to communicate finance matters to non-finance staff • Proficient in the use of IT and relevant software (Sage 50 Accounts, MS Excel, MS Word) 	<ul style="list-style-type: none"> • Experience of managing staff or volunteers
Personal qualities	
<ul style="list-style-type: none"> • Honesty, integrity and the highest standards of probity • The ability to maintain confidentiality at all times • Team player • Self-motivated and able to use work under own initiative • Professional business attitude • Commitment to equal opportunities and diversity • Ability to work flexibly • Strong desire to contribute to the development of the organisation 	<ul style="list-style-type: none"> • Commitment to wildlife conservation & the work of the Trust

Date prepared: June 2018

6. SUMMARY TERMS & CONDITIONS OF EMPLOYMENT

Location

The offices of the Trust are currently in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius. Work sites are throughout the counties of Herts and Middlesex.

Contract

The post is offered on a part-time permanent basis. Annual performance appraisals take place.

Probationary period

A probationary period of six months applies.

Normal hours of work

The Trust operates a 37.5 hour week. Overtime is not available, though equivalent time off for authorised additional time worked may be taken in lieu.

Annual leave

Initially 23 days leave per year (rising to 25 days after one year and 28 days after 4 years completed service with the Trust), plus statutory bank holidays per year. Pro-rated where applicable.

Pension

The Trust will contribute each year the equivalent of 7% of his/her gross salary into a named pension scheme.

Car and Travel expenses

Where the post-holder uses their car and drives on Trust business, he/she will be required to hold a full current valid driving licence and be insured for work. Travel expenses are paid as outlined in the Employee Handbook.

Employee Handbook

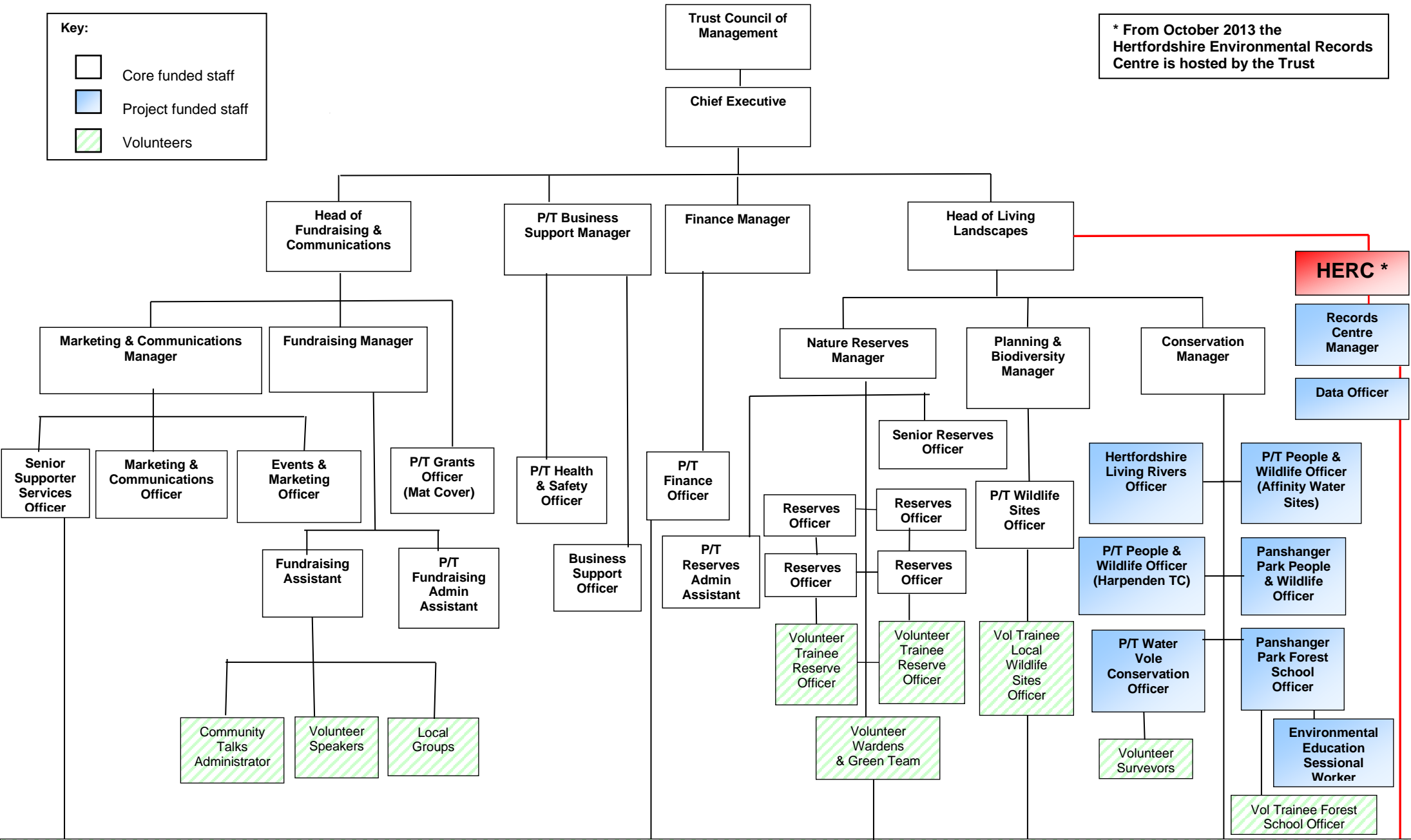
Herts & Middlesex Wildlife Trust's policies and procedures are contained in the Employee Handbook, which is available on appointment. These policies and procedures do not form part of your terms and conditions of employment, save for the Alcohol and Drugs Policy, Rights of Search Policy, Health and Safety Policy, Bribery Policy and Social Media.

Herts & Middlesex Wildlife Trust - ORGANISATION CHART

Key:

- Core funded staff
- Project funded staff
- Volunteers

* From October 2013 the Hertfordshire Environmental Records Centre is hosted by the Trust



Volunteers