

## Finance System Implementation Lead

### Job Description and Person Specification

**Reports to:** Director of Finance & Operations  
**Contract:** 12 months fixed term  
**Hours:** Full or part time considered  
**Based at:** Elm Tree Court, Long Street, Devizes, SN10 1NJ

#### JOB PURPOSE

To take full ownership of the move of the Trust's finance system from Exchequer to Iplc, achieving a launch in April 2026.

#### DIMENSIONS

Direct line management reports: 1 fixed term Training Officer, to start in February 2026.

Budget responsibility: Project budget

#### MAIN DUTIES AND RESPONSIBILITIES

- Lead the full lifecycle of the finance system implementation — from discovery to go-live and post-launch support
- Map existing finance processes, identifying opportunities for improvement
- Collaborate with internal teams and the system vendor to ensure timely, high-quality delivery
- Oversee data migration, compliance, and minimise operational disruption
- Manage the project budget and timeline
- Coordinate UAT, training plans, and change management activities
- Line manage a dedicated Training Officer
- Provide regular progress updates and risk reports to senior leadership
- Champion user adoption and process enhancement across the organisation

#### SAFEGUARDING

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT's safeguarding policy.



## BACKGROUND

After a period of growth, Wiltshire Wildlife Trust is reviewing and investing in back office systems in order to remove slow, manual processes. Our aim is to ensure that our teams in all departments have access to timely and accurate financial information in order to make the best decisions and further our strategic aims. To further this aim, we will be moving from Exchequer to Ipllicit for all financial processing, transactions and reporting, including staff expenses. Ipllicit has been selected following an options analysis and recommendations from other Wildlife Trusts.

## WORKING RELATIONSHIPS

This role will work very closely with the existing Finance team of a Management Accountant and two Finance Officers to learn their current ways of working, requirements for the new system and training needs. The role will also work closely with budget holders across the organisation to understand their own requirements for the system, to engage them in the change process and to ensure that their needs are met.

## KEY CHALLENGES

The project budget has been agreed by Trustees and delivery must remain within that envelope. Financial Literacy will need to be improved across the organisation, as part of this project.

## SCOPE FOR IMPACT

This change will be truly transformational for Wiltshire Wildlife Trust, giving us the capability to reach and exceed our strategic goals.



## EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED

	Essential	Desirable
Qualifications		Accountancy qualification – full or part qualified
Experience	Proven experience in leading or supporting a finance system implementation	Previous experience in the charity sector  Experience of finance transformation in an SME environment  Familiarity with Exchequer or Iplc systems
Skills	Strong communication and stakeholder engagement skills	Understanding of Fund Accounting
Personal attributes	Hands-on, proactive approach with a continuous improvement mindset	
Additional requirements		

### Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

