**Finance Officer**

**Job Description and Person Specification**

**Reports to:** Management Accountant

**Contract:** Permanent Part Time

**Hours:** 22.5 hours per week

**Based at:** Elm Tree Court, Devizes

**JOB PURPOSE**

The Finance Officer plays a key role in ensuring the accurate and efficient recording, reconciliation and reporting of income and expenditure for the charity.

Initially this role will focus on the Purchase Ledger, but in time will support activity in all areas of the Finance Function.

**MAIN DUTIES AND RESPONSIBILITIES**

 **Purchase Processing & Reconciliation**

* Accurately record and reconcile purchase invoices, credit notes, staff expenses, and supplier payments.
* Ensure all expenditure is processed in line with internal controls and financial policies.
* Match invoices to purchase orders and delivery notes, investigating discrepancies as required.
* Prepare supplier payment runs in accordance with agreed schedules and approval processes.
* Maintain and reconcile Purchase Ledger accounts, ensuring accuracy and timely payment of suppliers.
* Liaise with internal teams and suppliers to resolve queries promptly and professionally.

**Financial Reporting & Analysis**

* Assist in preparing reports for management, trustees, and external stakeholders.
* Monitor outstanding invoices and ensure timely settlement of liabilities.
* Identify discrepancies and resolve issues in collaboration with relevant teams.

**System & Process Management**

* Maintain financial records using Exchequer, Iplicit; Sage 50 payroll and any other new systems.
* Assist in improving financial processes.
* Ensure compliance with charity sector financial regulations and best practices.

**General Support**

* Work closely with the wider finance team to ensure smooth day-to-day operations.
* Provide support for internal and external audits as needed.
* Contribute to the continuous improvement of financial procedures.
* Handle general finance queries by email and telephone and provide support to other teams as required.
* Cover the Sales Ledger function during periods of annual leave.

**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**

The small Finance Team performs a key role for the charity, with their work impacting every member of staff and many external stakeholders. After a period of growth, the charity has investing in a new back office system 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. In 2025/26, we are to introduce a new finance system to replace Exchequer and this role will be very much involved in the development and implementation of new ways of working.

**WORKING RELATIONSHIPS**

The post will work very closely with the Management Accountant and one other Finance Officer. The team is within the Operations Directorate which also include IT, HR, Office Management and Property Services.

**KEY CHALLENGES**

We aim to continue to develop our processes and roll out of automated systems. There will be a need to provide training and support to colleagues and remain firm to ensure systems are embedded effectively.

**SCOPE FOR IMPACT**

As the need to address environmental issues becomes increasingly recognised, the opportunities for the Trust will continue to grow. As a member of the Finance and Operations Directorate you will be in a unique position to play a pivotal role in the Trust by supporting the work of other sections to enable them to work efficiently and effectively. The need for efficient financial management and effective financial control is essential for the success of the Trust’s future. While initially focused on Expenditure, we hope that you will be interested in the workings of the entire department and will be keen to work across all areas.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications | * GCSE Maths and English at grade 4 (C) or above
 | * AAT level 2 or above
* T-level in Accounting
 |
| Experience | * Demonstrable experience in an accounts environment, including using accounting software
* Demonstrable experience of managing your own tasks and time in order to meet deadlines
 | * Experience of working in charity accounts.
* Familiarity with restricted fund accounting or multi-department cost allocations.
* Experience of purchase ledger work
 |
| Skills | * IT literate, with confidence particularly in MS Excel
* Excellent attention to detail
 | * Experience of Exchequer/ Iplicit accounting system
 |
| Personal attributes | * Ability to communicate well at all levels
* Self-disciplined
* Keen to learn
 |  |

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.