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| **POST TITLE** | **Finance Assistant** |
| **FUNCTION** | Working under the day to day supervision of the Finance Officer – your role is to support the Business and Finance Manager on all aspects of accounting and financial administration for Cheshire Wildlife Trust and its subsidiary and to contribute to the efficient running and monitoring of the organisation. |
| **RESPONSIBLE TO** | Business and Finance Manager |
| **SPECIFIC DUTIES** | Updating and maintaining accuracy and integrity of financial ledgers. Assisting with financial monitoring and reporting.  Other duties as and when required |
| **2. TRUST OVERVIEW**  Cheshire Wildlife Trust, and its subsidiary Cheshire Ecological Services, is a small and friendly organisation employing around 40 staff supported by its members and a large number of volunteers, trainees and students. The people who work for CWT are passionate about the natural environment and local wildlife conservation. We have a highly committed and motivated team who are driven to succeed. We believe that our staff thrive best in a culture of creative freedom within a clear and aspirational strategic framework. The Finance Assistant role will give you the opportunity to be part an organisation that is looking to grow and improve across all aspects of its operations. | |
| **3. PURPOSE OF POST**  Working closely with Finance Officer you will be responsible for day to day financial administration from transaction processing to timely and accurate financial reporting. You will help support good financial practice and compliance with internal controls across the Trust so that the Trust remains financially sound and operates efficiently and effectively.  **4. POST SPECIFICATION**  In this role you will be responsible for ensuring that the financial ledgers are accurate and up to date and assist the Finance team in supporting other Trust staff and volunteers to comply with the Trust’s financial procedures and controls. You will be part of a small busy team working to monthly deadlines. The job combines both routine and occasional one off tasks – both of which will require accuracy and attention to detail. You will be the sort of person who enjoys variety and diversity in your role and tackling the occasional challenge. You will have good interpersonal skills and be able to work supportively with non-financially trained staff in carrying out their budgetary responsibilities  Experience of working in a charity environment is not essential but the role would suit someone, with the right skills and personal qualities, who is looking to gain experience in the charity sector.  A full clean driving licence and use of a vehicle for business use is required as public transport is often inadequate.  The role will require liaison with a wide range of contacts, including:   * CWT and CES staff at all levels * Suppliers and Contractors * Volunteers and Trainees | |
| **5. SPECIFIC DUTIES**  **Updating and maintaining accuracy and integrity of financial ledgers for CWT and CES** | |
| * Issuing Purchase Order (PO) numbers to budget holders on request * Checking purchase invoices are supported by PO and authorised by appropriate budget holder * Posting authorised purchase invoices on to the ledger to the correct cost centres and expenditure codes * Updating purchase ledger for payments made * Checking and posting of staff expense claims * Raising and issuing sales invoices in line with invoice requests ensuring income posted to the correct cost centres and income codes * Updating the financial ledger for all bank transactions * Completing month end bank reconciliations on a timely basis * Liaising with supplier and customer finance departments and responding to their queries on a timely basis. | |
| **Financial reporting for CWT and CES**   * Providing monthly transaction reports to budget holders and responding to requests for corrections or changes | |
| **Other duties**   * Ensure that computerised financial systems are backed up on a regular basis using SAGE backup routines * Ensure that transaction vouchers (bank statements/ invoices / remittances / sales invoice requests etc.) are complete, systematically numbered and held in a manner which provides an easy to follow audit trail from ledger to paper copy and back * Ensure that sensitive data is held securely and that replies to any requests for information comply with information/data security best practice * Provide administrative support to the wider finance team | |

**PERSON SPECIFICATION**

This section details the experience, skills, knowledge and personal qualities required for the post.

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| **Experience** | **Essential** | **Desirable** |
| Qualified / Part Qualified Accountant or experienced book keeper with understanding of purchase ledger, sales ledger, cash book processing and cash and bank reconciliations | X |  |
| Understanding of accounting for VAT | X |  |
| Experience of the Charity sector accounting and financial management |  | X |
| **Knowledge** | **Essential** | **Desirable** |
| Understanding of business operations processes and financial controls environment | X |  |
| **Skills** | **Essential** | **Desirable** |
| Good communication skills (written and verbal) and the ability to communicate with different people at all levels within the organisation | X |  |
| IT literate – particularly in MS Word, Excel, accounting software (preferably Sage) | X |  |
| Ability to identify issues and work with other team members to resolve in a timely manner | X |  |
| Ability to set and prioritise own work in order to meet monthly reporting timetable | X |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Commitment and enthusiasm to the Trust and its work |  | X |
| Self-discipline, confident friendly manner | X |  |
| Able to act with tact and discretion | X |  |
| Willingness to be flexible and respond to changing circumstances | X |  |
| Attention to detail | X |  |
| High standards of personal and professional integrity | X |  |
| Well organised, calm, clear thinking, prudent, analytical, concise, firm, articulate and numerate | X |  |
| Able to meet deadlines and work under pressure | X |  |

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| **GENERAL TERMS AND CONDITIONS** | |
| **Salary:** | Circa £18k.p.a. pro rata (negotiable depending on qualifications and experience). |
| **Pension:** | The Trust has an auto-enrolment pension scheme in place. Details available on request. |
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| **Hours of Work:** | Part time hours - 21 hours per week (days can be flexible). Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some additional working |
| **Duration of post:** | Fixed term contract ending 31 March 2020. All new employees undertake a probationary period of 3 months, in which time they are expected to demonstrate their suitability for the post |
| **Holidays:** | 28 days (including bank holidays) pro rata plus 3 specified days per annum |
| **Place of work:** | The Wildlife Trust's Head Office: Bickley Hall Farm, Bickley, Malpas, Cheshire SY14 8EF and other venues within UK as appropriate |