



Gloucestershire
Wildlife Trust

Accounts Assistant

Are you passionate about both numbers and nature? Do you want to contribute to the vital work of Gloucestershire Wildlife Trust? Look no further! Our friendly finance team, comprising of five part-time colleagues and one full-time colleague, is seeking an enthusiastic individual to join us.

Salary: £22,500 - £24,500 Pro-Rata

Term: Permanent Part-time (21 hours per week)

This will be based at the Trust's Head office. Normal office hours are 9am to 5pm, three days. Work days would be Mondays, Tuesdays and Fridays, but it may vary and will depend on whole team's working arrangements.

Responsible to: Finance Manager

Responsible for: No staff management responsibility

Liason with: Finance Officer, Management Accountant, Senior Finance Manager, Director of Finance and Resources, Budget holders, members, suppliers and customers

Job description



Large blue © Billy Heaney



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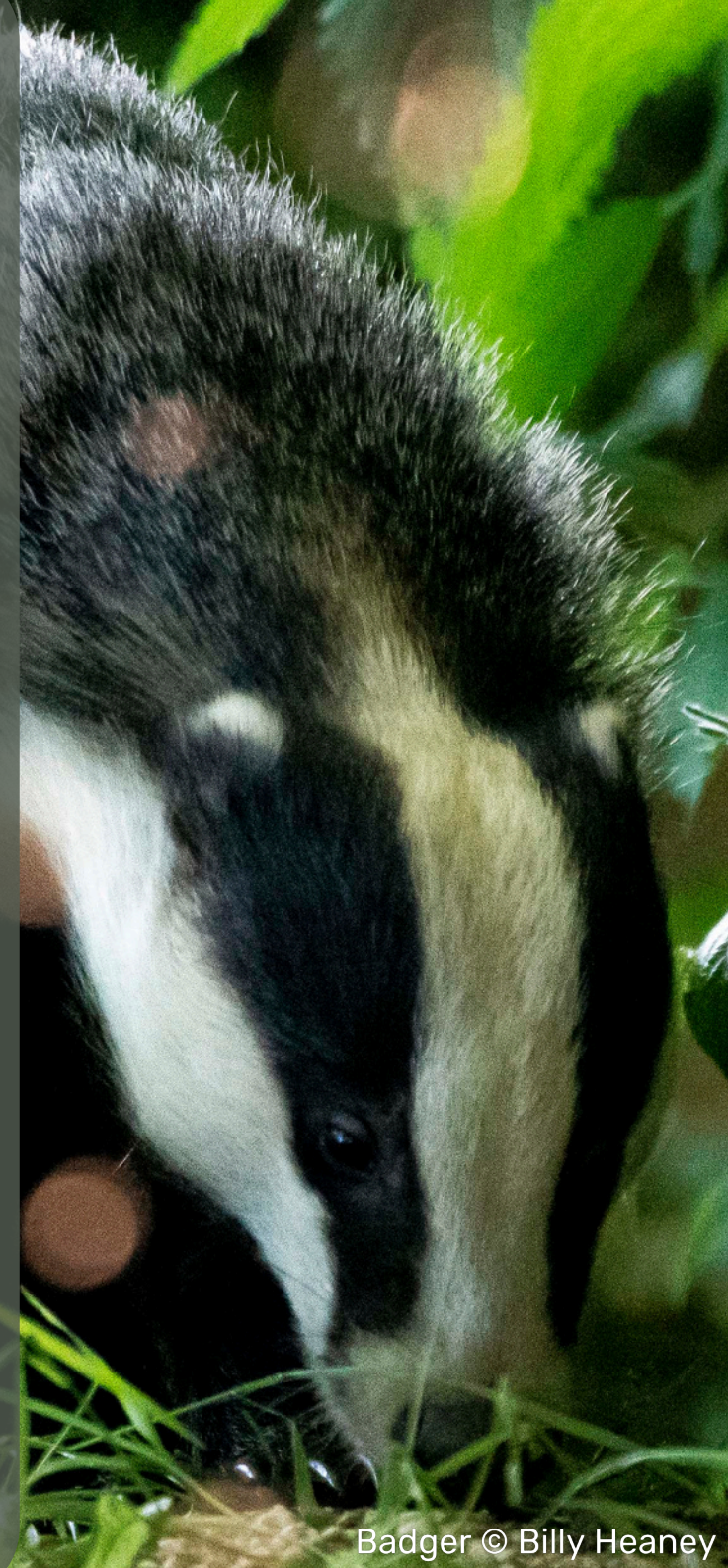
Introduction to the role

Why Join Us:

Be part of a close-knit team that cares about wildlife and conservation. Contribute directly to nature's recovery in Gloucestershire. Embrace the joy of working with numbers while supporting a worthy cause.

If you're ready to make your mark and help balance the books for biodiversity, we'd love to hear from you!

What You'll Do: As an Accounts Assistant, you'll play a crucial role in maintaining the day-to-day financial operations of the Trust. Your dedication and commitment matter more than prior experience—we're all about making a positive impact on Gloucestershire's natural environment.





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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions – <http://www.gloucestershiREWildlifeTrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
 - Inspiring more people and communities to take action for wildlife
 - Leading on 'natural solutions'; championing the value of what wildlife can do for us
 - Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.

Outline of main responsibilities

Finance

- Assist in organising Finance Team email box and incoming mail
- Assist in processing customer invoices
- Assist other teams in setting up purchase orders and processing purchase orders and goods received notes as required.
- Assist in processing supplier invoices, ensuring proper authority before payment approval
- Assist processing staff and volunteers' expenses claims
- Assist in daily cash and cheque banking
- Assist in bank reconciliation
- Assist in control and reconciliation of petty cash, credit card, paypal and stripe accounts.
- Assist in the running of gift aid claims and work with membership personnel regarding membership income posting
- Assist with the reconciliation and updating of the membership database financial transactions

Outline of main responsibilities

General

- Provide general administrative support such as filing, scanning
- Plan, organize and manage own workload to ensure all duties/processes are completed in a timely and accurate manner
- Travel to other business locations when required
- Be familiar with Trust Policies and Procedures
- Carry out other duties as are from time to time required by the Chief Executive / Director of Finance and Resources
- Present a friendly, professional, competent and tidy personal appearance

Experience, qualifications and skills required

Skills and experience:

Essential

- Attention to detail
- Basic usage of Excel and other Microsoft Office packages
- Office administration experience
- Grade B or above in A-Level in Maths or equivalent



Person Specification

Experience and knowledge

Essential

- Grade B or above in A-Level in English or equivalent
- Clean driving licence
- Good communication and customer service skills, including a professional and confident telephone manner
- Ability to work to deadlines
- Ability to work closely as part of a team and on own initiative

Desirable

- Experience of working in a finance department
- Experience of using an integrated finance system, processing transactions and reconciling accounts
- Relevant degree, AAT or equivalent experience
- Time management skills and able to work under pressure
- Enthusiasm, motivation and dedication
- High degree of initiative and self-reliance
- Personal commitment to the environment and wildlife conservation



Terms of Employment

This is a Permanent part-time post (21 hours per week) and is subject to a six-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Your line manager will provide details and agree your office/home/other working arrangements.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please send a covering letter and CV to hr@gloucestershirowildlifetrust.co.uk by Sunday 14 July

Interviews will be held Friday 26 July

Thank you for your interest in this position and we look forward to receiving your application.

