**Job Title:** Temp Senior Finance Officer

**Function:** The post holder will be a member of the Support Services team, which incorporates Finance and Administration. This department provides staff, management, Trustees and a large number of funders with the financial information required to keep them fully informed.

**Responsible to:** Head of Finance & Operations

Kent Wildlife Trust

Kent Wildlife Trust is one of the largest of the 47 Wildlife Trusts, which together make up the Wildlife Trusts Partnership. We are supported and governed by our 30,000 members, and have the simple aim of protecting Kent’s wildlife for the future. To this end, we own or manage some 65 nature reserves covering over 8,100 acres; we campaign and lobby politicians, decision makers and landowners to ensure site protection and good habitat management; and we run a full programme of education work with schools, colleges and adult groups. The Trust also has five Visitor Centres.

The Trust operates from its headquarters at Tyland Barn, just north of Maidstone. The 85 professional and support staff work within five sections of Reserves; Conservation, Policy & Evidence; People Engagement; Marketing and Membership; Finance and Support Services.

Visit our website to see the range of our activities – [www.kentwildlifetrust.org.uk](http://www.kentwildlifetrust.org.uk/).

Job Purpose

This post draws together a number of tasks that are crucial to the Trust’s strategy by providing staff, management, Trustees and a large number of funders with the financial information required to keep them fully informed. This is a post which will use to the full a broad mixture of skills built on wide, hands-on experience. The post holder will be a member of the Support Services team, which incorporates Finance and Administration. The Trust has a small subsidiary trading company, Kent Wildlife Enterprises Ltd. The Trust may, from time to time, provide administration and accounting support to other similar organisations.

The Support Services team is also responsible for reception of visitors, responding to telephone calls and providing a working infrastructure in which all of the departments of the Trust can function efficiently. The team currently comprises seven, of whom four have finance and accounting as part of their function. The Trust uses Access Dimensions Lite accounting software for all its accounting functions except payroll. The payroll system is Sage Payroll.

The post holder will play a key part in ensuring that Kent Wildlife Trust can continue to carry out it’s vital work in the local community, and has the revenues to continue making a difference.

# Principal Duties

Listed below are the principal duties associated with the post. This list is not exhaustive and details may change from time to time in keeping with the department’s objective to provide administrative support and financial reporting to other departments of the Trust.

1. Processing all incoming monies from whatever source and recording these in the relevant ledgers of the Trust and its subsidiary. This includes preparation of the banking.
2. Keeping the major ledgers and other books of account for the Trust and its subsidiary . Reconciling all bank accounts on a regular basis.
3. Inputting the annual budget into the accounts system and supervising the opening of new nominal accounts.
4. Reconciling relevant accounts in the nominal ledger with subsidiary ledgers.
5. Generating regular debtors and creditors listings, undertaking credit control and investigating suppliers’ unpaid invoices.
6. Processing all suppliers’ invoices and generating all sales invoices for the Trust’s subsidiary
7. Generating the sales invoices of the Trust.
8. In co-operation with the payroll administrator, process and pay staff and volunteer expense claims.
9. Oversee the Admin/Accounts team leave chart
10. Co-ordinate administration of insurance claims.
11. VAT reconciliations and quarterly returns for the Trust and its subsidiary.
12. Working with the Membership Department to ensure that subscriptions and donations are recorded accurately and efficiently for accounting purposes.
13. Assisting the Section Head to provide regular management accounts.
14. Contributing to the general tasks of the section in providing central support for the smooth running of the Trust offices. This includes

* Opening and sorting mail
  + Receiving incoming telephone calls
  + Handling queries and bookings from the public
  + A range of other support and assistance tasks.

**General**

1. All staff share a common duty to recruit members and volunteers, and enhance the good reputation of the Trust whenever the opportunity arises.
2. KWT aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People and Wildlife.
3. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
   * take all reasonable care of their health and safety while at work
   * ensure as far as reasonably practicable the safety of other persons, whether other employees or members of the public, who may be adversely affected by their own actions
   * co-operate with the Trust to enable it to discharge its obligations satisfactorily.

# Skills, Qualifications & Experience

**The post holder will:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience in accounts, preferably to AAT standard | **\*** |  |
| A good all round understanding of operating accounting software such as Sage Line 50, Sage Payroll, Access Accounting or similar accounting packages | **\*** |  |
| Demonstrable competence in small to medium sized business accounting | **\*** |  |
| Demonstrable experience in general office routine and the ability to multi-task in a busy office environment | **\*** |  |
| Broad understanding of software packages such as Excel and Word | **\*** |  |
| Ability to demonstrate a mature approach and ability to communicate effectively with staff and others | **\*** |  |
| Willingness to become part of the team and identify with the Trust’s role as a conservation body |  | **\*** |
| Ability to produce accounts to Trial Balance |  | **\*** |
| Experience or knowledge of charity accounting. |  | **\*** |
| Experience of electronic banking (BACS) |  | **\*** |
| Attention to detail |  | **\*** |
| Self-starter and team player |  | **\*** |

# Other Considerations

1. The post is advertised as a full-time post but flexible, part-time arrangements will be considered providing that they apply throughout the year.
2. The post is offered on a temporary contract initially for 6 weeks.
3. Appointment will be subject to a regular performance reviews.
4. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
5. Appointment is conditional upon receipt of satisfactory references
6. The Trust operates a no smoking policy.
7. Kent Wildlife Trust is an equal opportunities employer and applicants for staff vacancies shall be short-listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
8. All staff share a common duty to recruit members and volunteers and enhance the good reputation of the Trust whenever the opportunity arises
9. KWT aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People Engagement.
10. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
    1. take all reasonable care of their health and safety while at work;
    2. ensure as far as reasonably practicable the safety of other persons,

whether other employees or members of the public, who may be

adversely affected by their own actions

* 1. co-operate with the Trust to enable it to discharge its obligations

satisfactorily.

# Procedure for Applicants

## Applications

Applicants should read the Guidance Notes carefully before completing the application form. Please DO NOT send your CV.

If you wish to discuss this post, please telephone Lauretta Ituke on 01622 357878.

**The closing date for applications is mid-day on Friday 14th September 2018**

## Interviews

Interviews will be held on 17th or 18th September 2018 via telephone or video call.