**JOB DESCRIPTION: Finance and Administrative Manager**

**Salary:**  £25,585 - £27,874

**Location:** NWWT Head Office, Bangor

**Responsible to:**  CEO

**Line Manages:** Administrative and financial support staff

**1. OVERALL PURPOSE OF THE POST**

Responsible for ensuring continuity of financial administration, supply of information for grant administration, pensions and payroll activities of the Trust and subsidiary companies and ensuring statutory accounting and reporting functions are fulfilled. There is also a general management overview for utilities, office management, HR, and IT network, and the F&AM will assist the CEO in the overall strategic financial and operational development of the Trust. The F&AM will report to the CEO but will often be required to exercise their own judgement and operate independently much of the time.

**2. SUMMARY OF THE ROLE**

Initially, this role will replace an existing part-time Finance Manager to ensure continuity of financial administration. The Trust (including its 2 subsidiary companies) has a current turnover of approx. £2.4 million. Overseeing the work of our part-time administration (0.6 fte), grant claim (0.8 fte), financial data entry (0.4 fte) and consultancy administration (approx. 0.4 fte) staff forms part of the initial role.

In the mid-term, this role will support the Trust in increasing its administrative capacity, improving administrative processes, and develop the financial skills of other staff, to ensure a back-up for the finance function in the event of staff absence.

**3. PRINCIPAL RESPONSIBLITIES**

**Financial Management**

* Overseeing the finances of the North Wales Wildlife Trust and its subsidiary companies with a view to maintaining financial integrity and security, compliance with financial, legal and statutory requirements, and long-term financial sustainability.
* Responsible for updating Financial Procedures and Regulations and recommending improvements and training staff on new financial procedures and standards.
* Working with the CEO in the preparation of the annual budget and ½ year forecast.
* Developing a remote internal audit procedure to assist the role of the Treasurer

**Finance Administration**

* Developing the financial skills of other appropriate staff with the objective of a back-up for the finance function in the event of staff absence.
* Assist staff in the production of budget, report and grant applications.
* Lead on day to day financial operations such as income and expenditure processing, bank reconciliation.
* Monthly payroll including pension contributions and all submissions to HMRC
* Calculating VAT liability and submission of returns
* Overseeing and providing information for preparation of accounts for annual audit.

**Reporting**

* Preparing and interpreting monthly and quarterly management reports, including budget comparison for the Treasurer and committees.
* Provision of financial information to inform annual returns to regulatory bodies (such as Charity Commission)

**Management of IT and General Administration**

* Managing office administrators, and volunteers supporting the Trust’s administration
* Developing and managing all the Wildlife Trust’s core administrative systems and procedures, including all associated documentation
* Ensuring that significant projects led by the Wildlife Trust are provided with sufficient administrative support
* Achieving and maintaining key organisation-level accreditations relevant to the Wildlife Trust
* Supporting the CEO in personnel management through leading on standardised HR processes, including matters relating to staff recruitment, induction, appraisals and leavers
* Maintaining and reviewing all organisation-level Wildlife Trust policies

The above list is not exhaustive and the post holder will, from time to time, be required to undertake other duties consistent with the purpose of the post.

**4. PERSONAL REQUIREMENTS**

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| **Criteria** | **Essential**  The post holder should: | **Desirable**  The post holder should: |
| **Qualifications** | * Have an “Accounting Technician”, another accounting qualification or an accounting degree |  |
| **Knowledge, Skills and Abilities** | * Be diligent, conscientious, well organised and committed to paying close attention to detail * Have 2 years’ experience of Sage accounting package * Have 2 years’ experience of book-keeping and the reporting of management accounts * Be familiar with standard computer software, eg. Word, Excel, Outlook * Have experience of working with recording, reporting, claiming VAT * Have experience of running a payroll system and pension auto-enrolment * Have knowledge of the legislation relating to company and charitable financial control * Experience of managing staff and knowledge of human resource management guidance * Be able to work flexibly under own initiative * Have good communication skills and be willing to work in a team | * Be Welsh speaking   and have experience of;   * preparing the end-of-year accounts for audit * managing Direct Debit and BACS processes * VAT partial exemption scheme * IT support management * Health & safety management * Property management |
| **General** | * Be able to demonstrate a passion for wildlife and environmental issues * Be empathetic, especially with volunteers |  |

**5. SALARY AND CONDITIONS OF SERVICE**

**Salary:** £25,585 - £27,874 (dependent on experience) (5 days/week)

**Annual Leave: 24** days plus bank holidays pro rata

**Sick leave:** In accordance with the Department of Health’s Statutory Sick Pay Scheme.

**Pension:** Contribution of 6% towards stakeholder pension scheme.

**Probation:** New entrants to the service shall be subject to a probationary period of 6 months.

**Notice:** Period of notice to terminate employment is two months’ notice from the employee, and 1 week to 12 weeks (depending on time in service) from the employer.