



Ymddiriedolaeth Natur
Gogledd Cymru
North Wales
Wildlife Trust

JOB DESCRIPTION

Finance & Administration Officer

MANAGED BY: Finance & Administration Manager

RESPONSIBLE FOR:

- Finance support for NWWT and subsidiary companies
- Administration support for NWWT and Project Managers within NWWT
- Deputising for Finance Manager

AREA COVERED: North Wales

BASE OF OPERATIONS: Head Office, Llys Garth, Bangor, Gwynedd

JOB CONTEXT

North Wales Wildlife Trust is one of 46 Wildlife Trusts working across the UK. With the invaluable support of volunteers and members we manage 35 nature reserves in North Wales. We also work with other organisations and landowners to protect and connect wildlife sites across the county and inspire local communities and young people to care for wildlife where they live. The Trust runs a number of projects, to deliver its strategy of bringing nature back across North Wales.

PURPOSE OF THE POST

The Finance and Administration Officer primary role is to providing finance support for NWWT and its subsidiary companies. They will be responsible for supporting the Finance Manager with the routine book-keeping and providing an administrative support for NWWT staff in Bangor. In addition, part of their role will be to aid with the maintenance of documentation (financial and other) to Project Managers for a number of other clearly defined projects.

KEY DUTIES AND RESPONSIBILITIES

Finance role

- Processing supplier invoices, ensuring timely payments to suppliers.
- Updating journals, entering financial transactions into accounting software.
- Performing bank reconciliations to ensure all cash records are accurate and identifying and resolving any errors.
- Assisting with payroll processing.
- Processing staff expense claims
- Helping to prepare financial reports for management and project review.
- Providing procurement support for staff

- Filing of financial documentation
- Deputising for the Finance Manager

Administrative Support

- Managing incoming mail, answering phone and email queries and providing general administrative support.
- Managing key supplier accounts.
- Undertake other duties and responsibilities as appropriate and consistent with the objectives of the post and the North Wales Wildlife Trust.

Project support

- Helping with project staff with the maintenance of claim evidence (invoices, timesheets, vehicle logs, photos), on an ongoing basis throughout the claim period ready for funding claims.
- Assist with creation and maintenance of comprehensive project documentation including reporting to funders and project partners
- Work with Project Managers to help prepare project budgets, deliver on time, and keep to budget, using an independent tracking mechanism where required.
- Support project managers in processing the claims

Essential Skills & Qualifications

- AAT LEVEL 3 or equivalent
- General book-keeping experience within an account department using Sage accounting package
- Substantial experience of administrative office work, involving computer-based financial software, financial systems and detailed finance management
- Computer literate and competent with Microsoft Office software, including Word, Excel, SharePoint and Microsoft Outlook

WORKING ARRANGEMENTS

- The Finance & Administration Officer is responsible to the Finance & Administration Manager but will work closely with Project Funded staff to support them in their work.
- The NWWT welcomes a hybrid working (home and office) approach. This role is expected to be working from the office a minimum of 2.5 days per week. The Llys Garth Head Office in Bangor would be the base of operations for this project.

FINANCE AND ADMINISTRATION OFFICER - PERSON SPECIFICATION

Experience and qualifications	Essential	Desirable
NVQ Level 3 in administration or equivalent experience	✓	
Substantial experience of administrative office work, involving computer-based financial software, financial systems and detailed finance management	✓	
Experience of producing and maintaining accurate records	✓	
Experience of producing and submitting grant claims, including report writing		✓
Financial systems training (AAT or equivalent)	✓	
Knowledge and skills		
Ability to write well, clearly and concisely	✓	
Computer literate and competent with Microsoft Office software, including Word, Excel, SharePoint and Microsoft Outlook	✓	
Ability to speak and read/write in Welsh		✓
Broad working knowledge of wildlife habitats, and species		✓
Working knowledge of relevant Health and Safety responsibilities		✓
Personal qualities		
Confidence with an ability to maintain high levels of enthusiasm and self-motivation	✓	
Integrity, tact and diplomacy when dealing with staff, partners, volunteers and members of the public	✓	
An affinity for wildlife, landscape and cultural heritage		✓
Ability to achieve targets and deadlines effectively under pressure, whilst still maintaining quality	✓	
Ability to work on own initiative and cooperate as part of a team	✓	