



Northumberland
Wildlife Trust



Red Squirrel Recovery Network
**Finance, Compliance and
Payroll Officer**

Information Pack

Contact Details:

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Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives:

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT

We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the



countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see Our commitment to Equality, Diversity & Inclusion (EDI) | The Wildlife Trusts

For more information about our safeguarding commitment, please see [Safeguarding Our commitment to Equality, Diversity & Inclusion \(EDI\) | The Wildlife Trusts](#)



The Red Squirrel Recovery Network project

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Red Squirrel Recovery Network (RSRN) programme is made possible with The National Lottery Heritage Fund.

The RSRN is a new project which aims to build on conservation efforts of the last 20 years and lay the foundations for species recovery. It is led by a partnership of four conservation organisations, with support from leading red squirrel conservation agencies and the network of volunteer-led squirrel groups.

The RSRN is a shared ambition for red squirrels in Northern England and Southern Scotland. Working at a super-landscape scale, this is the first time that any project has brought together groups from north and south of the English-Scottish border to co-ordinate effort across the whole red squirrel population range.

The RSRN will play an important part in wider partnership ambitions for nature recovery. This significant investment in species conservation must achieve lasting change within five years so that the future of an iconic species is secured as part of a natural and functioning ecosystem and supported by a well-connected and resilient network of volunteers within a wider network of engaged and aware local residents and visitors.

Job title

RSRN Finance, Compliance and Payroll Officer

Information for applicants

To apply for the position of RSRN Finance, Compliance and Payroll Officer (please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.



Job specification

Post title

RSRN Finance, Compliance and Payroll Officer

Location

NWT offices in St Nicholas Park, Gosforth with the opportunity for some remote working as agreed with your line manager.

Responsible to

Blanche Phillips Head of Finance

Responsible for

This role will not have any line management responsibilities

Internal relationships

- RSRN project team
- RSRN Programme Manager
- NWT Finance team and HR and Payroll Manager
- NWT staff

External relationships

- RSRN project partners and project staff employed in partner organisations
- RSRN Partnership Board and Project Advisory Group
- National Lottery Heritage Fund and other funders
- Suppliers and contractors
- Grant recipients (community groups and organisations)

Job role

This role will be split between the RSRN project (24.5 hours) and administering the payroll and assisting the wider Finance team (10.5 hours)

- To support the RSRN project with its administrative and financial responsibilities.
- To maintain effective financial records on all programme activity, including the collation and verification of all claims to NLHF. This will include liaising closely with partners and working across different financial systems to maintain an appropriate audit trail.
- To co-ordinate the RSRN Community Grants programme.
- To prepare supplier and delivery contracts and support the RSRN Programme Manager to ensure all contracts are compliant with funding requirements.
- To provide cover for NWT payroll functions in conjunction with Payroll Manager



Main responsibilities

- To assist the RSRN Programme Manager with the development and implementation of sound financial policies and procedures for the partnership.
- To prepare quarterly financial claims for the National Lottery Heritage Fund and grant claims for other external funders as required.
- To prepare financial reports for the RSRN partnership, funders and for internal project evaluation.
- To process financial (income and expenditure) information using the accounting system (Xledger)
- To prepare contracts in line with NWT procedures and to provide support to project partners/contractors as needed to ensure they are fulfilling their contractual obligations.
- To support the community grants scheme including carrying out due diligence checks on all grant applications, recommending small grants (<£500) for approval against grant criteria, collating applications and paperwork for the grants panel, coordinating and minuting grants panel meetings.
- To be the main point of contact for partner/contractor/grant reporting and collate information into reports which can be shared with funders, the RSRN partnership and the Project Advisory Group.
- To attend partnership meetings and other events to share information and data analysis.
- Establish a project file structure and naming convention, work with the partners and Data and Information Officer to ensure all project documents are correctly filed and archived in compliance to the funder's requirements.
- As required provide administrative support to the project and RSRN Programme Manager (e.g. arranging meetings, taking minutes, dissemination of information)
- Provide full cover for processing all NWT staff monthly timesheets, calculating monthly payroll, run reports, submission to HMRC and Pension provider, recruitment support and other HR/Payroll administration.

Other responsibilities

- Occasional support of the NWT finance team on a range of other finance administrative tasks.
- To attend NWT/partner staff, departmental and supervisory meetings as needed.



Salary band

Scale C per annum – currently full time beginning C1 £26,195

Contribution to personal pension

5% of salary conditional on 5% being paid by pension holder and after probationary period

Holidays

22 days per year, plus discretionary days at Christmas and one extra day per year of work after 5 years up to 5 extra days.

Hours

The post is full time (35 hours/week). This is normally Monday to Friday. The Trust operates a flexi time scheme.

Car & travel

Full Driving licence is desirable but not essential. Fleet vehicles available and access to own transport required, for which mileage is reimbursed.

Contract, probation & notice

The job is offered until 31/05/2030. There is a probationary period of 3 months. A minimum of 4 weeks' notice is required from either party.

Person specification**Knowledge & attributes**Essential

- Excellent financial awareness and understanding of financial systems, protocols and terminology.
- Excellent IT literacy including using word processing, spreadsheet and computerised accounting software.
- Methodical approach, diligence and excellent attention to detail.
- Awareness of Payroll processing

Desirable

- Knowledge of Xledger accounting system
- Knowledge of Sage Payroll

Skills & experienceEssential

- Previous experience in a financial or administrative role.
- Previous experience of providing financial information and reports.



- Previous experience of preparing contracts and/or carrying out due diligence checks.
- Highly organised with the ability to manage your own work to meet agreed targets and deadlines.

Desirable

- Experience of working on partnership projects.
- Experience of working on funded projects and providing monitoring information for funders.
- Experience of managing a small grants scheme.
- Payroll experience

Qualifications

Essential

GCSE Maths and English

Desirable

Accounting technician studying or qualified or equivalent (AAT, ACA, CIMA, CIPP)

Personal

Essential

- Strong communicator.
- Honest and trustworthy
- Strong attention to detail.
- Positive attitude to work focused on solutions and making things happen.
- Supportive of the principles of red squirrel conservation (including control of non-native species)
- High level of confidentiality

