



**Northumberland**  
Wildlife Trust

# Finance 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](http://www.nwt.org.uk)

[www.wildlifetrusts.org](http://www.wildlifetrusts.org)



## Finance Officer

We are looking for a Finance Officer to join our current team with some experience in the general process of a busy finance team. We currently working on XLedger and experience of accounting systems will be an advantage. Strong skills in all Microsoft packages will be essential in this role.

## Information for applicants

To apply for the position of Finance 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

Finance Officer

### Location

Northumberland Wildlife Trust, St Nicholas Park, Gosforth, Newcastle upon Tyne

### Responsible to

Finance Manager

### Responsible for

- This role will not have any line management responsibilities

### Internal relationships

- Finance team and Budget holders
- Northumberland Wildlife Trust staff team and volunteers

### External relationships

- Suppliers, contractors, including IT contractors
- Auditors



## **Job role**

To undertake a range of financial processing and to assist with wider administrative team functions.

## **Main responsibilities**

- To assist the Finance Manager with the electronic processing of financial data using XLedger software
- To assist the Finance Manager with month end processing where possible, including cash book and bank reconciliations, and with inputting the budget into XLedger
- To keep accurate and accessible paper records and undertake annual archiving
- To manage cash receipts and banking, including petty cash and courier cash collections
- To lead on regular debtor chasing and review
- To provide support and financial information to the staff team
- To provide back-up cover for EcoNorth processing, and for Sage payroll processing
- To assist the Finance Manager with development and implementation of sound financial policies and procedures
- To work with the finance team on a range of tasks including routine IT maintenance
- To undertake any other tasks which the Trust may reasonably require
- To work within the Trust's policy framework

## **Other responsibilities**

- Contribute to the team meeting deadlines to improve reporting to Budget holders, Finance & Governance committee and Council.

## **Salary band**

Scale C - £26,195 - £29,455

## **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 initially for 6-12 months but can lead to a permanent role. There is a probationary period of 3 months.

A minimum of 4 weeks' notice is required from either party.

**Person specification****Knowledge, skills & 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.

Desirable

- Knowledge of Xledger accounting system
- Knowledge of Microsoft packages

**Skills & experience**Essential

- Previous experience in a financial or administrative role.
- Previous experience of providing financial information and reports.
- Highly organised with the ability to manage your own work to meet agreed targets and deadlines.

Desirable

- Experience of working as part of a busy finance team towards shared goals
- Experience of working with budget holders to monitor budgets and report information for funders.



## **Qualifications**

### Essential

GCSE Maths and English

### Desirable

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

## **Personality**

### Essential

- Strong communicator.
- Honest and trustworthy
- Strong attention to detail.
- Positive attitude to work focused on solutions and making things happen.
- High level of confidentiality

### Desirable

- Can work as part of a team but can work independently
- Have a can-do attitude and bring solutions to any obstacles

