

Job Description and Person Specification

Job title: Business Support Officer (Green Finance & Ecological Services)

Location: Abbotts Hall Farm

Reports to: Business Manager (Green Finance & Ecological Services) and Head of Finance.

Job Purpose

Essex Wildlife Trust (EWT) is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife. We are led by science, using evidence from a range of sources to inform decision making for the protection and restoration of nature in Essex.

As the Business Support Officer, the post holder will support the team by ensuring efficient administrative and financial operations within Essex Ecology Consultancy and Essex BNG and Green Finance subsidiaries. This position will provide essential support in managing contracts, tracking financial performance and coordinating logistical and operational tasks. The role will support the team's growth and success, directly contributing to Essex Wildlife Trust's mission to create a Wilder Essex where nature thrives.

Key Tasks

Business

- Track and update client records and contracts.
- Monitor compliance documents across both subsidiaries (policies and ISO).
- Coordinate onboarding and administrative set-up for contractors or new staff within Essex Ecology and Essex BNG.
- Prepare agendas, circulate papers, take minutes, and track actions from meetings as required.
- Assist with research for new clients and business opportunities, manage pipeline and CRM.
- Collate and maintain up to date 'library' of project work, images, policies and marketing material for bids and submissions.
- Be the operational link between both subsidiaries and the wider charity, ensuring efficient flow of information.
- Ordering and ensuring maintenance of equipment.
- Manage training records.

Finance

- Enhance the profitability of the consultancy - profit analysis for each contract.
- Tracking contract costs.
- Process and maintain accurate records of income and expenditure for both subsidiaries.
- Raise and manage purchase orders and sales invoices through the finance system, ensuring timely payment and reconciliation.
- Preparing profit/loss financial data; assisting with the preparation of monthly financial reports, working closely with the Finance Business Partner.
- Monitor budgets, support forecasting, and help maintain financial compliance across both entities

- Liaise with internal teams and external suppliers to ensure smooth processing of payments and reporting
- Maintain accurate financial coding, project tracking, and grant-related expenditure logs where applicable
- Support the finance team with year-end processes, audits, and statutory reporting as required

Knowledge and Skills

Essential

- Proven experience in finance administration
- Highly organised with strong attention to detail and an ability to manage multiple priorities
- Proficient in finance systems and Excel
- Strong written and verbal communication skills
- Discreet and trustworthy with confidential information
- Proactive, self-motivated and comfortable working across multiple reporting lines
- A flexible approach to supporting a range of finance and operational tasks

Desirable

- Experience in charity, consultancy, or environmental sectors
- Familiarity with dual-entity or subsidiary company structures
- Understanding of charity finance principles and reporting requirements
- Experience using CRMs and / or project management tools

Collaboration

- Makes a positive contribution to the business, supporting colleagues with their day-to-day work
- Establishes constructive and collaborative relationships with all colleagues and acts as a trusted ambassador
- Helps to build a sense of team spirit across both businesses, encouraging shared ownership of objectives and deliverables

Problem solving

- Identifies potential problems and difficulties, along with their causes, generating workable solutions and making informed decision based on good judgement
- Accurately interprets relevant data to support organisational decision-making and delivery of key tasks
- Has experience of locating and synthesising information quickly

Professionalism

- Produces accurate and high-quality work, with excellent attention to detail
- Ensures a high-quality, consistent approach to administration and governance
- Establishes trust through demonstrating sensitivity, discretion and adherence to confidentiality

Determination

- Is driven to contribute to a high-performing, high-impact organisation
- Demonstrates commitment to the organisation and task completion
- Keeps track of own progress, completing work to deadlines and, where necessary, informing others when targets cannot be met
- Maintains enthusiasm and commitment to deliver results in the face of difficulties
- Remains calm and measured, even when challenged

Communication

- Identifies the key points to communicate on any interaction, selecting the right channel for the message and audience

- Makes recommendations for improvements in practice, process and policy in the pursuit of high performing teams
- Produces written communication that is clear and concise, and tailored to intended recipients

Planning

- Plans and monitors executive workload, offering support when needed
- Plans key meetings in advance, using Forward Plans where available
- Identifies optimum working methods, reviewing methods on an ongoing basis
- Prioritises, organises, plans and schedules activities and resources

Additional Information

This is a pivotal coordination role that supports the income-generating ambitions of Essex Ecology and Essex BNG and Green Finance Ltd. You will be working across teams to help ensure both financial accuracy and smooth operational delivery. We are looking for someone who thrives on getting things done, enjoys detail, and is comfortable juggling a broad but structured workload.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Signed: _____ Date: _____

Name: _____