



**Essex**  
Wildlife Trust

# Business Support Officer

We have an exciting opportunity for skilled Business Support Officer to provide excellent business and finance and operational support within Essex Ecology and the Essex BNG & Green Finance subsidiaries.

## About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature, and one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around the cause.

Our values run through everything we do: we are Impactful, Collaborative, United, and Proactive.



# The Role

As the Business Support Officer, you will support the team by ensuring efficient administrative and financial operations within Essex Ecology Consultancy and Essex BNG & 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.







# About Essex Ecology and Essex BNG & Green Finance

Essex Ecology is the Trust's ecology consultancy. A commercial subsidiary, which provides essential income for the Trust and helps achieve our mission for a wilder Essex. We are an organisation going through a period of exciting growth.

Essex BNG and Green Finance is a newly formed subsidiary, which supports our ambition to generate income from our land holdings and estate across Essex.

Both subsidiaries are managed by a Business Manager, with whom you will work closely to maximise our impact and success.







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## Job Description

### Finance

- Enhance the profitability of the consultancy by 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

### 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.

### **Additional Information**

- The role may entail some evening and weekend working
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel

# Person Specification

## 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







## Terms

This role is a permanent position.

The hours of work are 37.5 hours per week (Monday to Friday, 9am to 5pm) with a starting salary of £25,000 per annum. The base of work will be Abbotts Hall, Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

## How to Apply

Please complete an online application form on our website by 9am on **Monday 01 September 2025**. Interviews will be held on **Friday 12 September 2025** at Abbotts Hall. If you would like an informal chat about the role, please feel free to contact [\*\*jobs@essexwt.org.uk\*\*](mailto:jobs@essexwt.org.uk)

Thank you for your interest in this position and we look forward to receiving your application.

**Naomi Andrews**

**Business Manager – Ecology Services and Green Finance**



