

Essex Wildlife Trust

Job Description and Person Specification



Job title: Finance Business Partner – Conservation

Location: Abbotts Hall

Reports to: Assistant Accountant

Job Purpose

The Finance Business Partner – Conservation focus is to provide finance support to Essex Wildlife Trust with a particular focus on the conservation operations across the Trust and including the subsidiaries, Thameside Nature Park and Chafford Gorges Ltd. The role will be responsible for processing sales invoices, processing purchase ledger invoices for the wider Trust and assisting in agricultural grants and specific accounting transactions for the conservation team. Ensuring transactions are recorded in a timely manner and accurately through the finance system, ready for analysis by the Assistant Accountant monthly.

Key Tasks

Service Delivery

- Provide financial support to the conservation managers, answering day to day queries and to assist budget holders with the provision of information/details to help them manage their budgets.
- Assist with year-end audit preparation and auditor queries around transactions for the subsidiaries accounts that are produced.
- To assist with the annual budgeting process and ongoing forecasting.
- To ensure monthly financial transactions are complete to an accurate standard, including prepayments, accruals, accrued and deferred income providing evidence and explanations to back up balances to report back to the Assistant Accountant.
- To assist with transactions around agricultural grants, chasing monies due and ensuring that accounting transactions are recorded, accruing, and deferring where necessary.
- Maintain the Chafford and TNP subsidiaries Fixed Asset register in line with the accounting policies, ensuring purchases and disposals are accurately reported
- To process transactions and reports around restricted funds and designated funds, ensuring fund balances are up to date and actively looking at how funds could be spent across the trust, focusing on funds that can be used by the conservation team.
- To operate the purchase ledger system -dealing with post to purchase ledger processing (purchase orders, invoices, expenses, utility bills, credit card expenditure, credit notes, bank runs, cheques and Bacs payments, remittance advices, supplier statements, review and action to clear aged creditors report). Ensuring invoices are posted within the allocated time scale to enable payments to be made on time.

- To operate Sales ledger tasks, raising invoices, operating an aged debt process including chasing outstanding invoices
- To operate the banking systems to ensure statements are download, payments made, intercompany transfers undertaken, bank reconciliations for the small subsidiary accounts undertaken and ordering of bank stationery and cheque books.
- Ensure that the finance department timetable is adhered to, highlighting any backlogs to management.
- Assist with year-end audit preparation and auditor queries, preparing schedules for accruals, prepayments and copy invoices as requested and auditor queries around transactions for the subsidiaries accounts that are produced.

People

- As part of working within a small Finance team it is necessary to manage own workload daily and work closely with other members of the team supporting each other for queries and sharing department workloads evenly to ensure it is achieved.
- To work and communicate effectively with colleagues across the commercial sector of the Trust providing financial support to their queries.
- To communicate within the team and ask for help when additional resources are required.
- To be able to liaise with staff, managers, suppliers and customers on all levels and provide assistance and assurance regarding queries regarding purchase or sales ledger queries.
- To support other members of the team for holiday and other absence cover.

Problem Solving/Innovation

- To deal with transactional queries from suppliers, customers, members of staff and volunteers independently ensuring the query is solved to the satisfaction of the member of staff, supplier, or customer.
- To show patience and understanding at all times with new members of staff to ensure they feel comfortable, understand what they need to do and are dealing with any queries or further assistance and training they may require.
- Once happy with procedures to review current procedures and identify areas that can be streamlined, suggest process improvements to Assistant Accountant and once approved implement the changes, updating the process documents are necessary.

Planning/organising

- As a team working together to be able to meet monthly account deadlines for the Assistant Accountant to review. Assisting in workload across the team if needed and then organise own workload on a daily basis.
- As a team, to plan the timings of the payment runs – twice a month and then once approved by Assistant Accountant ensure publicised so all staff are aware when appropriately coded and authorised invoices need to be in the department to ensure they are included on the next pay run.

Communication

- To be friendly yet professional when dealing with staff, volunteers, suppliers and customers continually building good positive relationships and where possible deal with issues face to face within the Trust.
- To be responsible for the smooth running of the purchase and sales ledger process and to identify any glitches within the process and communicate what the problems are and what needs to be done to solve them, making positive recommendations and communications within the team to solve them.
- Communicate with staff, volunteers and suppliers both verbally and via email in a positive way that promotes the work of the Finance Team and the Trust.

Person Specification

Knowledge and Skills

- Working towards AAT level 3 (or equivalent) or qualified by sound experience.
- Experience of continuous improvements to processes to support the efficient running of finance systems.
- Ability to work to tight deadlines and produce timely information.
- Proven IT skills in Microsoft Office particularly Word, Excel and Outlook.
- Experience in a Finance Team, using computerised accounting systems.
- Ability to work within a diverse organisation.
- The ability to prioritise work.
- Ability to see tasks through from start to finish with attention to detail.
- Excellent IT skills, especially for data inputting and use of databases, word and excel .
- Excellent communication and interpersonal skills, with a professional approach at all times.
- The ability to keep cool under pressure and work to deadlines
- Experience of providing excellent customer care and the ability to communicate well.

Additional Information

- 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 is based at Abbots Hall, but may require travel across the county and beyond, with mileage paid for additional travel.

Signed: _____ Date: _____

Name: _____