



Finance and Systems Administrator

Abbotts Hall

We have an opportunity for an organised and proactive administrator to join our Finance and Systems Directorate.

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 environmental protection.

Abbotts Hall is Essex Wildlife Trust's HQ, situated on a 700-acre nature reserve on the Blackwater Estuary.

Our values are Inspire, Collaborative, United and Professional

The Role

As the Finance and Systems Administrator, the postholder will provide administrative and operational support across the Finance and Systems Directorate, contributing to the effective delivery of financial processes, compliance monitoring, risk and insurance reporting, and cross-function coordination.

The postholder will play a key role in maintaining accurate financial records, supporting audit and insurance processes, coordinating IT and asset management queries. Acting as a central point of contact across multiple workstreams and wider Trust operations.





Essex Wildlife Trust is transforming and upgrading systems across the organisation to streamline process, including a new financial management system (Xledger) and compliance system (SmartLog) within the Finance and Systems Directorate.

Given the broad scope of the role, the successful person must be a well-organised and proactive administrator who is able to manage time well to meet deadlines and collaborative with a wide range of stakeholders. It is essential that the post holder is able to work autonomously, have a can-do approach to work and working with others and confident using the Microsoft Office suite of applications.



Job Description

- Support the Purchase Ledger team, dealing with incoming post and email. Posting invoices to the system and ensuring correct authorisation takes place.
- To support Sales ledger tasks, raising invoices, operating an aged debt process including chasing outstanding invoices.
- Monitor the finance department email inbox, ensuring timely review, appropriate response and processing of incoming correspondence.
- Operate the Trust's banking platform, ensuring timely retrieval of statements, processing and authorising payments. Maintaining internal controls and audit trails.
- Assist with year-end audit preparation and auditor queries, preparing documents for insurance and leases as requested.
- Coordinate facilities management processes alongside the Facilities Manager, including contractor liaison and documentation control. Maintain up to date records within the facilities systems, ensuring all premises related matters are responded to.
- Act as the designated point of contact for all insurance related matters across the Trust. Provide administrative support in the coordination and processing of insurance claims, including gathering evidence, completing documentation and liaising with insurers and internal stakeholders.
- Provide administrative support for the management of IT assets, including hardware, software and mobile devices.
- Maintain an up-to-date IT asset register, track allocation and retrieval, and support the onboarding of and offboarding of staff from a digital resource perspective.
- Liaise with IT service providers to log and monitor technical queries, ensuring issues are addressed promptly
- Facilitate IT equipment ordering, configuration and disposal in line with data protection and sustainably policies.
- Work with the Director of Finance and Systems in providing administration support for Risk, Governance and Reporting across the Trust.

- Keep accurate records of EWT's assets ensuring maintenance and servicing are properly maintained and in good working order, including administration tasks relating to the Trust fleet of vehicles.
- Responsible for recording utilities readings and material usage on a regular basis and assist in reporting this data to measure EWT's environmental impact.
- Work closely with other members of the facilities team and may also be required to liaise with other departments within the organisation.
- Maintain sufficient stocks of supplies and equipment at Head Office, ensuring internal orders are fulfilled and a system of renewing and distribution works effectively.
- Provide a helpdesk response to insurance, maintenance and IT equipment queries and action responses or escalate issues as appropriate.
- Submission of sustainability data and reports to external oversight bodies, ensuring timely, accurate and compliant reporting. Liaise with internal departments to gather required environmental performance metrics (e.g. energy usage, waste, travel), maintain supporting evidence and contribute to the Trusts ongoing sustainability objectives.
- To undertake any other reasonable duties that are commensurate with the role.



Person Specification

- GCSE's A*-C/9-4 in Maths and English, or equivalent.
- A competent user of Microsoft Office Suite programmes
- Finance or Compliance software systems experience (desirable).
- Prior experience within a Finance or Facilities/Maintenance or other administration support role.
- Ability to prioritise and see tasks through from start to finish with attention to detail.
- Excellent communication and interpersonal skills, with a professional approach at all times.
- Able to prioritise work.
- Discretion and the ability to keep confidential any information when handling sensitive and confidential data.
- Experience of providing excellent customer care and the ability to communicate well with a board range of stakeholders.

Terms

The position is a permanent, full-time role working Monday to Friday from 9:00am to 5:00pm. The starting salary for this post is £24,868 per annum (FTE).

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

To make an application, please complete an online application form on our website by 3:00pm on Monday 01 December 2025. Interviews will be held week commencing 08 December 2025.

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

Scott Parkin
Head of Finance



