

Leicestershire and Rutland Wildlife Trust



Leicestershire
& Rutland
Wildlife Trust

JOB DESCRIPTION

Job title: Accounts and Reporting Officer

Responsible to: Senior Finance Officer

Purpose of post: To produce and monitor financial reports for management information, including budgets, forecasts and regular management accounts, and assist in developing LRWT's financial reporting capabilities. To be a part of the team enabling organisational support to deliver for our vision and mission – to protect local wildlife and enable nature's recovery across Leicestershire and Rutland.

Main responsibilities:

- Annual Budget processes and forecasting for LRWT and its subsidiary, including: developing templates, extracting, collating and analysing information, and reviewing processes regularly;
- Management Accounts Reporting and Month-end assessments for LRWT and its subsidiary, including:
 - Prepare monthly management accounts by department and fund, and additional reports as required by senior management
 - Support colleagues in producing regular financial reports against their budgets
 - Monitor progress against budgets, forecasts or other specified targets
 - Assist in the development and delivery of cash-flow monitoring
 - Assist in the production and monitoring of restricted/designated fund allocation
 - Prepare regular reports to accompany financial information for the Council of Trustees;
- Financial analysis such as initial costings for projects or initiatives, requests from LRWT Council and senior management, and requests from funders;
- Assistance in the further development of LRWT's management information systems;
- Work with colleagues across LRWT and its subsidiary to produce the required financial information, and to assist with their queries where appropriate;
- Work with the wider finance and support team at LRWT, assisting in joint tasks and providing cover where necessary.

Other duties

- Year End – work with auditors and other LRWT staff
- Develop and maintain relevant contacts / relationships including across the Wildlife Trusts movement
- Any other duties reasonably required

PERSON SPECIFICATION

Experience

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| • Experience of finance and management accounting | Essential |
| • Developing accounting systems and reports | Essential |
| • Specific Experience Using Sage 50 Accounting Software | Desirable |

Knowledge and Skills

- Highly numerate, literate and accurate Essential
- Ability to develop financial reports, analyse and interpret information for all levels of staff and management (including non-finance staff) Essential
- At least part-qualified AAT, or equivalent experience Essential
- Strong IT skills including Microsoft office (particularly Excel) Essential
- Able to drive and a current full UK driving licence with use of your own vehicle Desirable
- Understanding of the unique issues relating to charity accounting Desirable

Personal Qualities

- A dynamic individual with initiative and drive Essential
- Good team worker able to build relationships across different areas of an organization. Essential
- An interest in working for a charity which is determined to protect wildlife for the future, and for the people of Leicestershire and Rutland Desirable

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	The Trust's Central Office, currently at The Old Mill, 9 Soar Lane, Leicester. The office is a no smoking area.
Salary:	£24,784 depending on experience
Length of contract:	The post is an established position
Hours of work:	35 per week Flexible working will be required to include occasional evenings and weekends. Payment for overtime worked in excess of the standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.
Leave:	Annual leave entitlement is 25 days plus statutory public holidays per annum.
Pension:	The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee.
Death in Service:	Death in service cover is provided at three times annual salary
Training:	A training budget is allocated to this post and on-the-job training will also be given.
Travel:	Trust vehicles will be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post-holder's private car.
Probation period:	A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.
Equal opportunities:	The Trust's Equality and Diversity Policy is available on request.
Environmental policy:	The post-holder will be expected to carry out their job responsibilities in an environmentally-aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post-holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

HOW TO APPLY

To apply, please forward a comprehensive CV together with a supporting statement (maximum 2 pages)

In your statement please provide evidence of your suitability against the criteria in the Person Specification and explain why you are interested in the position.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted.

Please ensure you have included appropriate mobile, work and home telephone numbers.

Send by email to: recruitment@lrwt.org.uk

By post to:
Azrin Alimahomed
Leicestershire and Rutland Wildlife Trust
The Old Mill
9 Soar Lane
Leicester
LE3 5DE

RECRUITMENT TIMETABLE

Deadline for Applications **Monday 17th of August 2020 at midday.**

Interviews will be held the week commencing 24th August.