

ROLE DESCRIPTION AND PERSON SPECIFICATION

Senior Finance Officer

BASE OF WORK:

Brooke House

REPORTING TO:

Finance Controller

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

Every member of staff plays a vital role in our mission to bring nature back

As Suffolk Wildlife Trust’s Senior Finance Officer, the post holder will be responsible for the effective day to day support provided by the Finance team. Recording data onto the relevant Financial and departmental systems to ensure that information ultimately provided to Management is accurate and timely.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1) Responsible for supporting with the accurate & timely processing of all financial transactions

- Purchase ledger
- Sales ledger
- Bank account reconciliations
- Credit control
- Payment run approvals

2) Finance support for Trading operations

- Manage online shop
- Order new stock
- Stock control for online shop & retail outlets
- EPOS & ECWID
- Finance support for Consultancy department
- Finance support for Café operations

3) Provide Support to the Financial Controller

- Year end - to ensure the smooth running of the annual audit of the Trust and its trading subsidiary SWT Trading

- Month End – processing relevant transactions and assisting with preparation of accounts for review and Balance sheet reconciliations.
- VAT – assisting with preparation of quarterly returns
- Legacies – reviewing and inputting Entitlements
- Budgets - Support the annual budget building process
- Adhoc reporting
- Project Reconciliations
- Restricted funds – Reconcile and assist with allocations

Use your skills and experience to contribute holistically to the Trust’s vision for a Wilder Suffolk.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust’s mission to bring nature back.
- Excellent numeracy skills.
- Previous experience in a similar role.
- AAT qualification or qualified by experience.
- Excellent written and communication skills.
- GCSEs 9-4/A*-C in Maths and English or equivalent.
- Excellent attention to detail.
- Excellent IT skills & using Microsoft 365, especially Microsoft Excel.
- Desire to work in the accounting profession Highly efficient and organised, with an ability to multi-task, show initiative, solve problems, and take a hands-on role when necessary.
- Happy to be a hardworking, team player within a small finance team.
- Quick learner, willingness to learn new skills.
- Self-motivated, enthusiastic, and responsible individual.

OUR CULTURE

[Our organisational culture matters to us and enables us to achieve more for wildlife.](#)

Your job description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature. We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

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 Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

WILD ABOUT INCLUSION

Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision.