

# Senior Finance Officer

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.



# The Opportunity

2

Suffolk Wildlife Trust is looking for a suitably skilled & highly capable Senior Finance Officer. This is a pivotal position within a small, dedicated finance team, where you will support the effectiveness of day-to-day financial support and ensure that accurate, timely information is available to management. You'll be responsible for recording financial data across a range of systems and processes, helping to provide a robust financial foundation for Suffolk Wildlife Trust.

A major focus of the role will be the accurate and efficient processing of all financial transactions. This includes the purchase and sales ledgers, carrying out bank reconciliations, managing credit control and supporting the approval of payment runs.

Your attention to detail and strong numeracy skills will be essential in maintaining the integrity of the Trust's financial records and ensuring that everything ties up smoothly each month and at year end.



Badger



# The Opportunity

3

Alongside core finance work, you will support the Trust's trading operations by managing the online shop, overseeing stock for both online and retail outlets and working with EPOS and ECWID systems. You'll also provide finance support to the Consultancy Team and Café operations, helping these income-generating activities run smoothly and contribute to the Trust's wider objectives.

Working closely with the Financial Controller, you will support key financial cycles including year-end and the annual audit for both the Trust and SWT Trading, as well as month-end processes, balance sheet reconciliations and management accounts. You'll also assist with VAT returns, legacies, project reconciliations, restricted fund allocations, budgeting and ad hoc reporting, giving you a broad and varied workload.

The ideal candidate will have strong numeracy and Excel skills, previous experience in a similar finance role and either AAT qualified or qualified by equivalent experience. You'll be organised, efficient, proactive and comfortable multi-tasking in a small team, with a willingness to learn and take a hands-on approach. Above all, you'll be motivated by Suffolk Wildlife Trust's mission and keen to use your finance skills to support nature's recovery in Suffolk.



Bee





**Marsh Harrier**

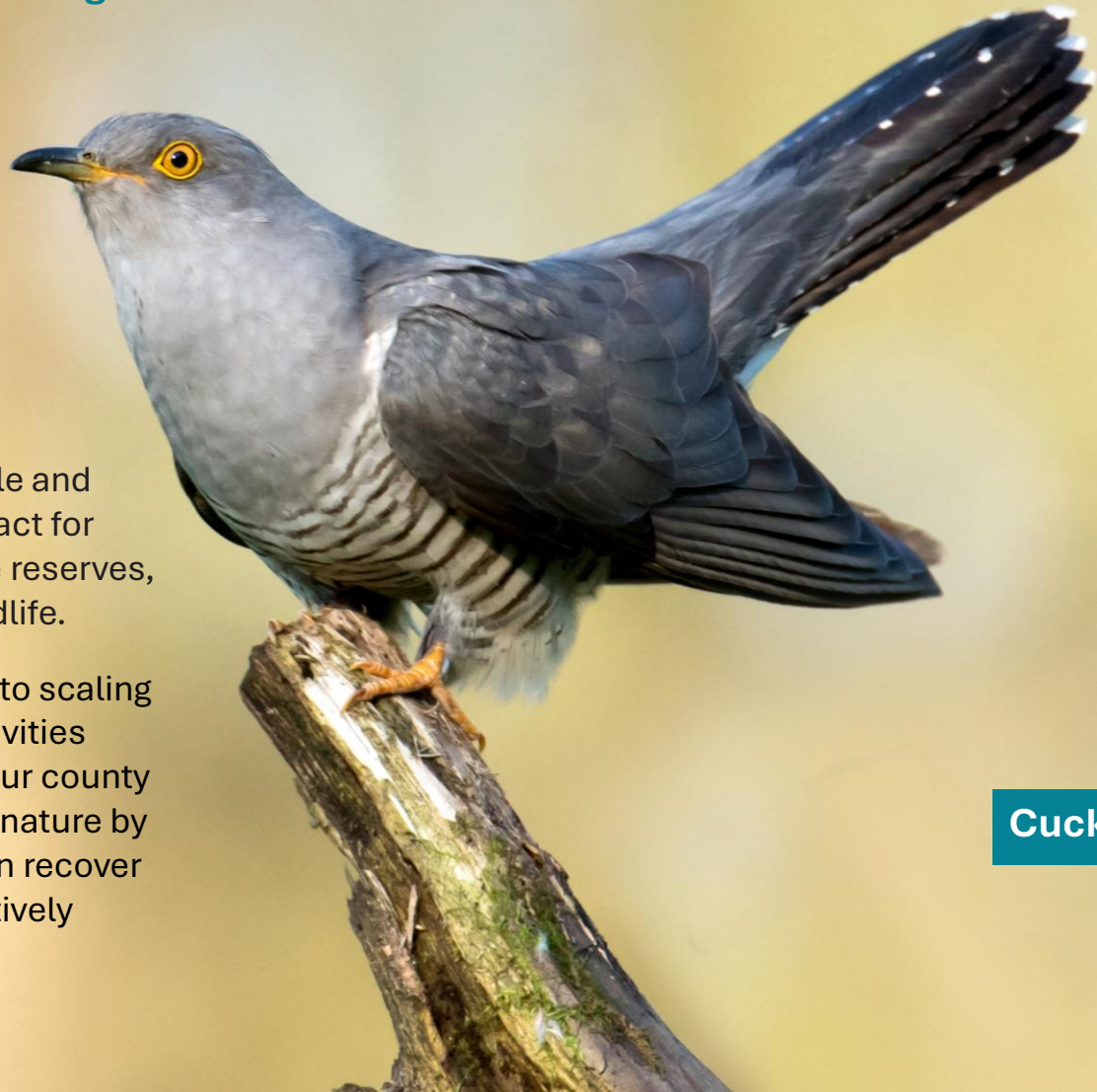


**Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife.**

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambitious mission to **'Bringing Nature Back'** by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves, two visitor centers and advocating for wildlife.

In the decade to 2030, we are committed to scaling up our conservation and engagement activities across the county. 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.



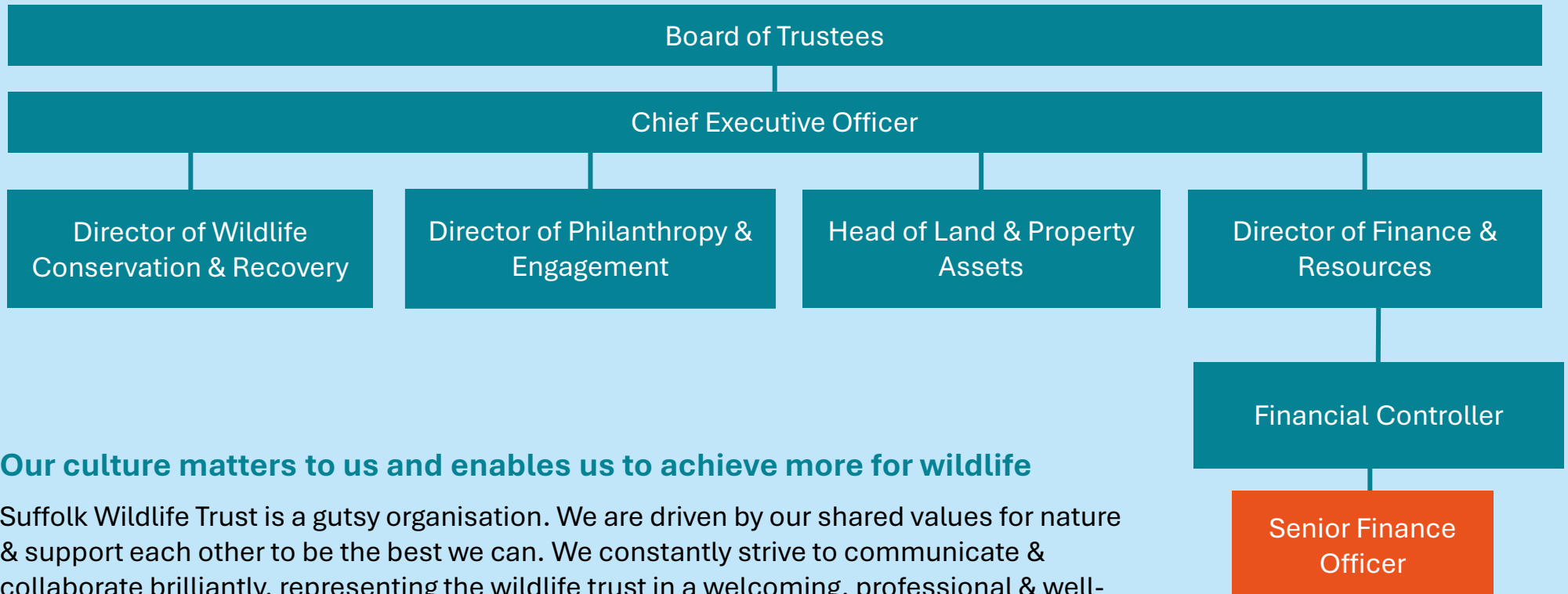
**Cuckoo**

# About Suffolk Wildlife Trust

6

## Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.



## Our culture matters to us and enables us to achieve more for wildlife

Suffolk Wildlife Trust is a gutsy organisation. We are driven by our shared values for nature & support each other to be the best we can. We constantly strive to communicate & collaborate brilliantly, representing the wildlife trust in a welcoming, professional & well-informed manner.





# About the Role

8

**Every staff role has three key areas of focus that directly support our mission to bring nature back.** Typically, you should expect to spend 80% of your time on:

## **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



**Dormouse**



## 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



## Our Culture

**Our organisational culture matters to us and enables us to achieve more for wildlife.**

Your role 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 beliefs, values, passion for nature and supporting each other – staff and volunteers - to be the best we can to deliver for nature.

We strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

## Supporting Colleagues

This is a cross-team role, providing support to colleagues and our wonderful volunteers through the systems and processes you manage, and your can-do attitude and approach.

### Our Beliefs

Everything we do, and how we do it, reflects our belief in nature:

**Nature has value in its own right**

**The world of nature is a place for everyone**

**People will care more and do more to help if they feel connected to nature.**

**Everyone will benefit from the environmental, social and economic benefits the natural world brings to society.**

### Our Culture

Our culture is how we work together, to empower each other, and our county, to achieve more for nature:

**We Support each other**

**People flourish**

**Agility and innovation drive success**

**Collaboration strengthens our impact**

**Everyone plays their part**

**Inclusively thrives**







A personal commitment to Suffolk Wildlife Trust's mission to bring back nature.	Essential	Desirable
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.	✓	



## Terms and Conditions

This is a permanent position working 30 hours per week over four days based at our main office Brooke House in Ashbocking. We operate flexible homeworking arrangements where colleagues spend more time working together than homeworking. The starting salary will be between £24,800 (FTE £31,000) and £26,400 (FTE £33,000) per annum depending on skills, knowledge and experience. Full time hours (37.5 over five days) would be considered for the right candidate.

## Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days, plus employees receive an additional day off for their birthday.

We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



Kingfisher

# How to apply

14

To apply for this opportunity, please submit an application via our website by 9:00am on Monday 05 January 2026. The application process will include uploading a CV and optional cover letter.

The interviews are planned for Thursday 15 January 2026 at Brooke House in Ashbocking. Please indicate on the application your availability for interview (between 9:30am and 4:00pm).

If you would like an informal discussion about the role, you can email me on [michelle.guilder@suffolkwildlifetrust.org](mailto:michelle.guilder@suffolkwildlifetrust.org)

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Michelle Guilder  
**Financial Controller**



**Dragonfly**





**Together, we can create a  
wilder Suffolk for everyone**