



Finance Assistant

Wildwood Trust is looking for an experienced Finance Assistant to help organise the charity's day-to-day accounting procedures.

Job Title: Finance Assistant (part time, 6 month contract)

Salary: £11,700 -- £13,500 per annum

Responsible to: Head of Finance

Closing Date: 31st January 2022

1 Principal Duties

1.1 Financial Administration

You will be required to assist with all the financial administration of the Trust, playing a key role in cost control and making financial systems effective. You will report to the Head of Finance to help install and maintain strict financial management systems and controls. Your role will encompass managing orders and purchases, and data input associated with bookkeeping, payroll, and petty cash.

1.2 Duties

You will be based at our park in Kent, but required to assist with a wide variety of tasks for both Kent and Devon parks, including:

- Processing and control of orders and purchases
- Processing timesheets for payroll
- Reconciling leave forms for payroll
- Managing debt control and performing Creditor reconciliations
- Petty cash input and reconciliations

2 Skills, Knowledge & Experience

1. Bookkeeping and general financial administration.
2. Competence in Excel spreadsheet software and Google drive is essential.
3. Ability to work in a fast moving environment, providing accurate and timely information to a high standard.
4. Ability to work effectively in a team

3 Other Considerations

1. The post is advertised as a 6 month contract – 22.5 hours a week.

2. Appointment will be subject to a two-month probationary period.
3. An understanding of, and sympathy with, Wildwood's Mission and Vision is very important.
4. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies shall be shortlisted for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
5. Wildwood operates a no smoking policy in the park and in its offices.

4 Employment Package

The Salary scale will be £11,700 to £13,500 per annum.

Due to the nature of the work you will be required to work some bank holidays and occasional weekends.

The holiday allowance is 18 days a year, this includes statutory holidays.

Appointments are subject to confirmation after a two-month probation period. Wildwood adheres to the automatic enrolment pension scheme, meaning you will be automatically enrolled into a pension scheme if you meet the criteria. Details will be given on acceptance of the job offer.

5 Procedure for Applicants

Applications

Application is by C.V. and must contain the following information:

- Name, address, contact phone numbers
- Personal statement
- Employment history
- Educational history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above.

You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email helen@wildwoodtrust.org

Interview & Selection Procedure

Interviews and selection tests will be held at Wildwood offices at Wealden Forest Park, Herne Common by arrangement.

Wildwood Trust

Mission: -

Protecting, Conserving & Rewilding British Wildlife

Vision: -

1. To bring the joy of British wildlife to the public through enriched and natural, immersive animal exhibits and effective engagement with our visitors and members.
2. To inspire through education, communication and training the understanding of British wildlife and its practical conservation.
3. To operate commercially successful visitor centres that generate funds for the Trust.
4. To lead in native species conservation and rewilding programmes.
5. To reverse the loss of biodiversity.
6. To help research that supports our mission.
7. To advocate for policies, economic systems and lifestyles that promote rewilding and the enhancement of ecosystems.