



Finance Officer

We are recruiting for Finance Officer

Job Purpose :

To assist in the preparation and maintenance of accurate financial records for the Trust.

Place of work :

Gloucestershire Wildlife Trust, Robinswood Hill Country Park, Reservoir Road, Gloucester GL4 6SX.

Team : Finance

Salary : £25,235 to £28,963 depending on experience.

Term : Permanent, Full-time, 35 hours per week

Probationary period : 6 months

Responsible to : Finance Manager

Liaison with : Other employees, members, suppliers and customers.

Role description





Outline of Main Responsibilities

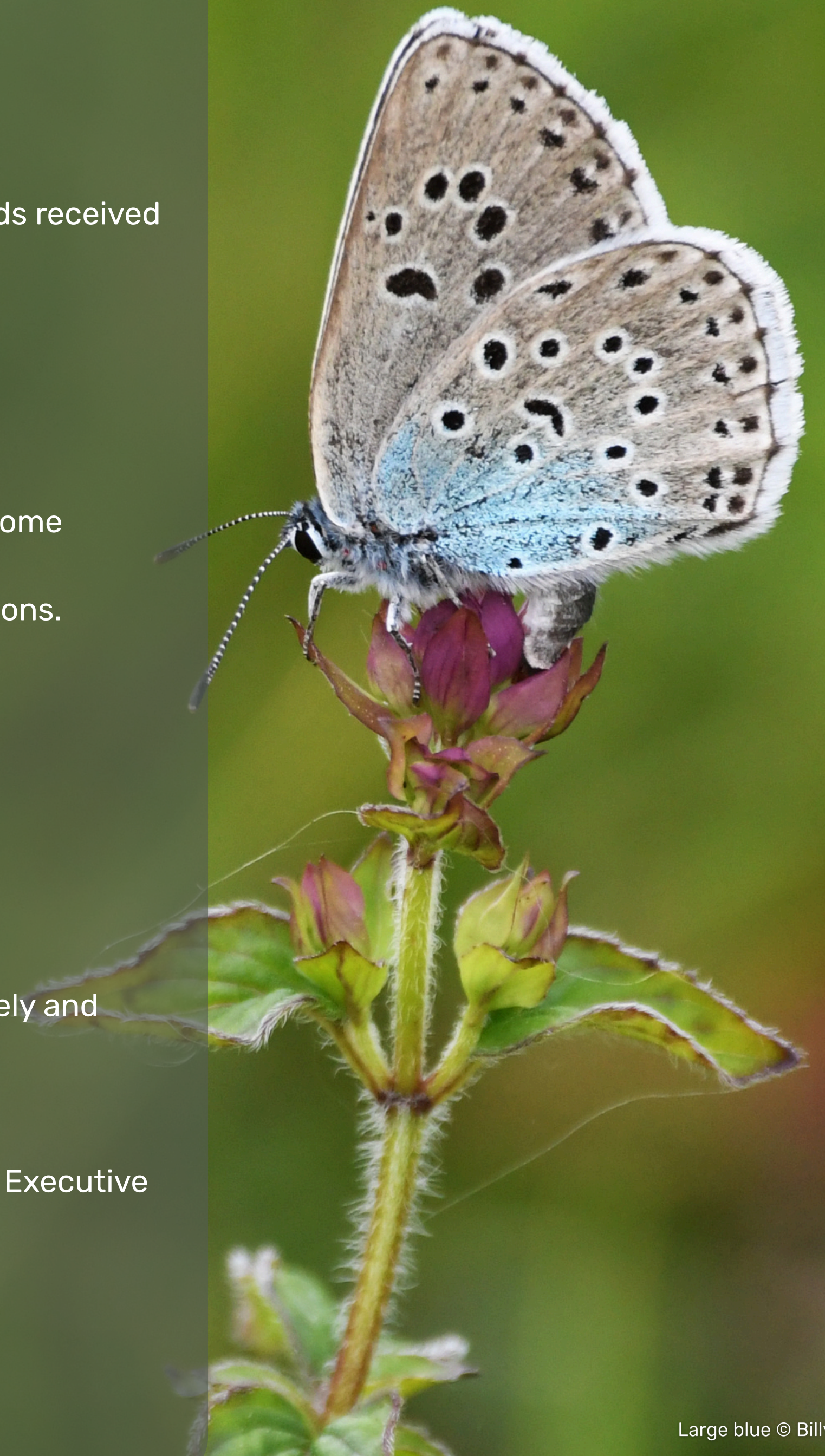
Role description

Finance

- Organise Finance Team email box and incoming mail.
- Process customer invoices.
- Assist with credit control.
- Assist other teams in setting up purchase orders and processing purchase orders and goods received notes as required.
- Process supplier invoices, ensuring proper authority before payment approval.
- Process staff and volunteers' expenses claims
- Manage daily cash and cheque banking.
- Reconcile bank accounts on regular basis.
- Reconcile petty cash, credit card, paypal and stripe accounts on regular basis.
- Assist with gift aid claims and work with membership personnel regarding membership income posting.
- Assist with the reconciliation and updating of the membership database financial transactions.
- Assist with VAT returns.
- Assist with posting and reconciliation of investments.
- Assist with the administration of monthly payroll and HMRC monthly and annual returns.
- Assist project managers with grant claims.
- Assist financial system and procedure improvement.

General

- Provide general administrative support such as filing and scanning.
- Plan, organize and manage workload to ensure all duties/processes are completed in a timely and accurate manner.
- Travel to other business locations when required.
- Be familiar with Trust Policies and Procedures.
- Carry out other duties required by the Director of Finance and Resources Planning or Chief Executive as and when required.
- Present a friendly, professional, competent and tidy personal appearance.



Person Specification

Essential	Desirable
Attention to detail	Experience of using an integrated finance system, processing transactions and reconciling accounts
AAT Level 2 Certificate in Bookkeeping or AAT Level 2 Certificate in Accounting or equivalent qualification, equivalent experience.	Time management skills and able to work under pressure.
Experience of working in a finance department.	Enthusiasm, motivation and dedication.
Proficiency in Excel and other Microsoft Office packages.	High degree of initiative and self-reliance
Clean driving licence.	Experience working in a charity.
Good communication and customer service skills, including a professional and confident telephone manner.	Personal commitment to the environment and wildlife conservation.
Ability to work to deadlines	
Ability to work closely as part of a team and on own initiative	



Introduction to Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We aim to play a central role in tackling the ecological and climate emergencies in Gloucestershire, working closely with local communities and our partners. This needs 30% of the land supporting nature's recovery by 2030 and unlocking the potential of nature-based solutions to mitigate and adapt to the impacts of climate change. By working in partnership with farmers and landowners, we aim to create ten Nature Recovery Zones where wildlife will thrive alongside food production. These will cover over 60,000 hectares, including increasing our own nature reserves from 1,100 to 1,700 hectares. Alongside this we will collaborate on large scale cross-boundary ecosystem restoration projects.

Nature's recovery depends on the Gloucestershire's people. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment. We want to make nature more inclusive by reaching 1 in 4 people and ensuring more people have access to nature on their doorstep. We want to empower at least 20,000 people to take meaningful action for nature, particularly by harnessing the energy of our volunteers and young people.

Our purpose is a simple one – to ensure nature's recovery together with the people of Gloucestershire.

Our vision is for a natural world in recovery, where nature-based solutions are tackling the climate crisis and people are taking action for wildlife.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions - <http://www.gloucestershiREWildlifeTrust.co.uk/about-us/who-we-are/strategic-plan> .



Terms of Employment

This is a full time, 35 hours per week over five working days and will be based at the Trust's Head office.

Normal office hours are 9am to 5pm.

Due to the nature of the Trust's work, occasional evening or weekend work might be necessary for which time off in lieu is given.

A contributory pension scheme is in operation and the post holder is entitled to 25 days paid leave plus bank holidays per year, pro rata for part time employees, in addition to Christmas closing period.

The duties and responsibilities outlined above do not represent the full range of duties the post holder may be expected to carry out.

It is recognised that the duties of all posts may be subject to change from time to time, and therefore alterations to duties responsibilities can be expected.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.



(c) Dave Kilbey



(c) Brian Pendrey



(c) Emily Bowen





How to apply

To make an application, please send a CV and covering letter to hr@gloucestershirowildlifetrust.co.uk by midnight on Sunday, 08th June 2025.

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

