



Gloucestershire
Wildlife Trust

Senior Finance Officer

We are looking for a Senior Finance Officer to play a key role in delivering accurate, timely, and insightful financial support across the organisation. This is a fantastic opportunity for someone with strong finance skills and a passion for the charity sector to contribute to meaningful environmental impact.

Job Purpose:

To support the Finance Manager in producing management accounts, maintaining financial controls, and ensuring compliance with charity accounting standards. Also to work closely with project managers, funders, and external auditors.

Salary: £30,000 – £35,000 per annum (depending on experience)

Benefits: 25 days annual leave + bank holidays + Christmas closure, Contributory pension scheme, Hybrid working offered post-probation, Training and professional development, friendly, values-driven team environment

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

Responsible to: Finance Manager

Liaison with : Work closely with all staff, project managers, funders, and external auditors.

Job description



Large blue © Billy Heaney



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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

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

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
- Inspiring more people and communities to take action for wildlife
- Leading on 'natural solutions'; championing the value of what wildlife can do for us
- Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.

Outline of main responsibilities

- Prepare journals, accruals, and prepayments for monthly accounts.
- Assist with monthly and quarterly financial reporting.
- Maintain and reconcile balance sheet accounts, including restricted funds.
- Support budgeting, forecasting, and variance analysis.
- Assist the Finance Manager with interim and year end audit.
- Monitor restricted/unrestricted income and expenditure.
- Assist Project Managers with funder reports and grant claims.
- Process Gift Aid claims and reconcile membership income.
- Maintain and improve financial systems and internal controls.
- Provide ad-hoc cover for other members of the finance team.

About You

We're looking for someone who is:

Experienced in charity finance or not-for-profit accounting

Proficient in Excel and financial software (e.g. Xledger)

Detail-oriented, organised, and able to meet deadlines

A strong communicator with a collaborative approach

Passionate about wildlife and environmental conservation



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Person Specification

Essential Criteria

- Experience in a finance role within a charity or not-for-profit
- Understanding of charity accounting (SORP) and fund accounting
- Excellent Excel and Microsoft Office skills
- Strong attention to detail and accuracy
- Ability to manage multiple priorities
- Excellent communication and interpersonal skills

Desirable Criteria

- Professionally qualified (AAT, part-qualified ACCA/CIMA/CIPFA) or qualified by experience.
- Experience supporting audits.
- Knowledge of funder reporting requirements.
- Experience mentoring or supporting junior staff.
- Familiarity with CRM or donor management systems (e.g. ThankQ, Salesforce).
- Experience working with project-based or grant-funded budgets.
- Understanding of environmental or conservation sector funding streams.
- Ability to present financial information to non-finance colleagues.



Terms of Employment

This is a permanent full-time post (35 hours per week) and is subject to a six-month probationary period.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 25 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days.

Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Hybrid working arrangements are available

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

Major changes to duties and responsibilities and reasonable notice will be given before implementation.



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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.



Wood ant © Ross Hoddinott



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How to apply

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

Interviews will be held in person on Wednesday 19th March 2025.

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

