**JOB DESCRIPTION**

**JOB TITLE:** Senior Finance Officer

**DATE:** November 2024

**Overall Purpose of the Job**

To manage the day-to-day accounting functions, ensuring financial records are maintained accurately and month end and year end deadlines are met.

**REPORTING TO:**  Head of Finance

**REPORTING TO JOB HOLDER**: 3 Finance Assistants

**OTHER WORKING RELATIONSHIPS**

**Within the organisation**

Project managers, directors, operational managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role.

**Outside the organisation**

Staff within other statutory and voluntary organisations, auditors and other regulatory and advisory relationships.

**Main Duties**

**Central Finance Team management** – manage the Finance Assistants, to deliver timely and high-quality transactional processing within the organisation.

**Systems Development** - working with the Systems & Projects Accountant, develop the use of finance systems to achieve process improvements and efficiencies and improve recording of data.

**Proper recording** - proper recording of, and accounting for, income and expenditure in compliance with the Trust’s accounting policies, the Charity SORP and other regulations and statutory requirements.

**Financial Controls** - develop and enhance transaction processes and procedures to ensure strong and effective financial controls are in place in the Central Finance Team

**Accounts Payable** - oversee the supplier payment process, ensuring suppliers are paid according to terms and payment runs are prepared on a regular basis and that new Supplier accounts and amendments to supplier bank details are managed appropriately. This will involve some transaction processing.

**Accounts Receivable** - oversee and action the sales invoicing process, ensuring income is invoiced and recorded promptly and accurately. This will involve some transaction processing.

**Banking** - ensure the bank account reconciliations are kept up to date, manage Direct Debits

**Balance Sheet** - provide a monthly balance sheet report supported by up to date reconciliations

**Year End** – produce supporting information for the year end statutory accounts and be involved in the annual audit process.

**Monthly Reporting** - ensure the month end reporting deadlines are met, including the preparation of information for monthly accruals and prepayments.

**Intercompany accounts –** manage the transactions between the entities in the group, ensuring accurate recording of intercompany activities and settlement of balances.

**Investments** - ensure investments and associated transactions are recorded accurately in the finance ledger.

**Continual Improvement** – seek to continually improve the finance function, building a strong and respected support service within the organisation.

**Other ad-hoc duties** - undertake other ad hoc duties and projects as agreed with the Head of Finance

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

AAT qualified or actively studying.

Strong experience in AP, AR and nominal ledger management.

Experience of managing a team.

A demonstrable ability and attitude to work corporately and collaboratively.

Technical accounting skills.

Good communication skills.

Technical knowledge and practical experience of Gift Aid, VAT and other regulatory issues.

Proficient in spreadsheets, MS Office and financial software applications.

Excellent time management and planning skills and ability to work under own initiative and as part of a team.

Satisfactory DBS check.

**Desirable Requirements**

Knowledge of charity accounting.

Experience in intercompany accounting.

An interest in wildlife conservation.

**LIMITS OF AUTHORITY**

Make payments and handle cash.

Access to highly confidential business and personnel information.

**HEALTH AND SAFETY**

Adhere to the Trust's Health and Safety Policy, ensuring that all reasonable care is taken to ensure a healthy and safe working environment.

Personal risk assessment provided with contract and reviewed annually as part of Annual

Appraisal.

**NORFOLK WILDLIFE TRUST**

**February 2025**