



NORFOLK WILDLIFE TRUST
POST: FINANCE ASSISTANT (Maternity Cover)

This full time temporary post to cover maternity leave is part of the Norfolk Wildlife Trust's Finance team based at its head office in the centre of Norwich.

The Trust continues to expand its operations in accordance with its charitable objectives and has income of over £7 million including two trading subsidiaries with a combined turnover of over £1.2 million. The Trust's net assets amount to over £21 million.

The Finance Assistant will report to the Trust's Finance Officer and undertake all aspects of the financial processing activities for the Trust and its subsidiaries, including the entering of financial transactions onto the Sage 200 computerised financial system.

The post holder will assist the Finance Officer with general financial and clerical duties including preparing sales invoices and statements, preparing BACS payments and collating the weekly banking for the Trust and its subsidiary companies, maintain files and records and general secretarial support.

The post holder will also assist the Finance Officer with the management of the HQ petty cash, the reconciliation of the Visitor Centres, HQ and Online sales return records and undertake other ad hoc duties and projects as agreed with the Finance Officer.

The Finance Assistant will also help with the operation of the Trust's reception by providing back up cover at lunchtime & other times as necessary.

The successful candidate will have a minimum of one year's relevant financial processing experience. They will also have experience of using Sage 200 or an equivalent computerised accounts system, along with good IT skills including an intermediate level knowledge of Excel, proven administrative skills and experience, good numeracy and literacy skills and excellent attention to detail. The post holder will need to work as part of a team and under their own initiative and also have a good telephone manner.

A clear interest in and sympathy for nature conservation and the work of Norfolk Wildlife Trust is desirable.

The post is based on 35 hours per week; working hours can be flexible within the hours of 8am and 6pm Monday to Friday subject to agreement. At busy times you may be expected to work extra hours for which time off in lieu will be granted.

The post is offered on a temporary contract starting as soon as possible to allow for a hand over period and ending 31st May 2021 or upon the return of the member of staff on maternity leave. There will be an initial 3-month probationary period. The salary will be in the range £18,000 - £20,000 per annum depending on experience.

Holiday entitlement is 25 days plus bank holidays per annum pro rata. Please note that the Head Office closes between Christmas and New Year and 3 days should be retained from annual leave to cover this.

The successful applicant will be eligible to benefit from a monthly Employer's pension contribution amounting to 8% of the monthly gross salary paid into the Employer's pension scheme with Aviva, with a minimum Employee's contribution of 2%.

We are pleased to offer a free Employee Assistance Programme provided by Health Assured for the benefit of staff and their immediate families.

Learning days (5 per annum FTE, pro rata for part time staff) are available to help support staff development.

All staff are eligible for free admission to our nature reserves and visitor centres.

Application Procedure

Candidates should apply by sending a copy of their CV, detailing education, employment, relevant experience and details of two referees (we would not request references until a verbal offer has been accepted). You should also send a statement outlining why you consider yourself suitable for the post and what particular skills and attributes you have which will enable you to fulfil the requirements of the job. A job description is available to assist you with this.

Completed applications should be marked Private and Confidential and e-mailed to recruitment@norfolkwildlifetrust.org.uk or sent to Recruitment Applications at Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

The closing date for receipt of applications is noon on Wednesday 18th March 2020. Interviews are due to take place on Friday 27th March 2020.

If you have not heard from us by the 2nd April 2020 you should assume your application has not been successful on this occasion. Unfortunately due to the quantity of applications and finite resources, we are not able to offer feedback from the application stage.

Thank you for your interest in this post and the work of the Trust. Good luck with your application.

Norfolk Wildlife Trust
February 2020