

Administration and Finance Assistant



Person and Job Specification

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Final closing date for applications
17:00 Thursday 29 February 2024

1 Applying for this post

Please read all of the pack information that follows.

If you feel you meet the job specification and job requirements, we would love you to apply. Applications must be made using the application form provided. Additional information can be submitted – for example, a CV, but the application form must be completed thoroughly and not include ‘Refer to CV’ as the only answer in the question boxes.

Deadline for applications is 17:00 Thursday 29 February 2024 by email to: hr@vwt.org.uk or by post to:

Averil Clother, Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Please Note

We will be actively interviewing for this role as we receive applications and may close the recruitment process earlier than 29 February — so please apply early to avoid disappointment. We look forward to hearing from you!

If you do not hear from us by 1 March 2024, please assume that you have not been successful on this occasion. *Previous applicants need not apply.*

2 Background to Vincent Wildlife Trust

Vincent Wildlife Trust (VWT) has been a key player in research-led conservation of a range of threatened mammal species for more than 40 years. We develop and deliver evidence-based conservation interventions to support the recovery of mammal species. We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs where synergies in our aims allow us to deliver over and above what we could achieve on our own. Our work is published through peer-reviewed scientific journals and our own in-house conservation handbooks and literature.

We have a secure financial base with a turnover of c.£1 million and funding from grants, donations and investment drawdown. External funding has enabled us to embark on new flagship projects, including the nationally important Pine Marten Recovery Project.

VWT has 18 staff (increasing to 24 in 2024), who work alongside around 300 volunteers. Our Head Office is near Ledbury in Herefordshire where ten of our team are based. The rest work from home offices in England, Scotland, Wales and the Republic of Ireland.

VWT has strong governance and leadership and a clear direction to increase the impact and geographical scope of its operations through our 2020-2030 Ten-Year Strategy.

More detailed information is available on our website www.vwt.org.uk

3 Job Description

Job Title	Administration and Finance Assistant
Grade/Starting Salary	Grade 1/£23,920 per annum pro rata (£12.43/hour)
Length of Post	Permanent
Working Hours	30 hours per week (four days, Monday-Thursday)
Location of Job	Bronsil Office, Eastnor, near Ledbury, HR8 1EP
Responsible to	Operations Manager
Job Purpose	To support the Operations Manager and Finance Team in ensuring the smooth running of the Bronsil office and the wider VWT organisation.

Main Duties

This is an interesting, varied role, which involves supporting the Operations Manager and Finance Team in the areas described below:

General Administration

- Reception duties: by phone, in person and email enquiries
- Research quotes for supplies and services as directed
- Maintain stocks of stationery and other office supplies, purchasing as required
- Provide meetings and events support, including organising catering, sending out calendar invites, booking accommodation and making travel arrangements for staff and Trustees
- Support appeals administration, including responding to donors

Health and Safety

- Monthly fire and quarterly wiring inspections
- Monitor and replenish First Aid Kits and supplies as required
- Minute H&S committee meetings, supporting the Operations Manager with follow up actions

Vehicle Management

- Carry out vehicle checks on VWT pool vehicles and assist with the organisation of vehicle servicing and MOTs
- Car maintenance administration

HR

- General administrative tasks including digitising documents, supporting recruitment and HR record keeping, and booking of training courses, ensuring GDPR compliance at all times
- Maintain the Staff Movements sheet, liaising with staff for details

IT

- Liaise with our IT support provider as directed regarding hardware or software issues
- Maintain inventory of VWT equipment, and monitor the loan and return of equipment

Finance

- Assist with accounts data entry, processing invoices, payment of suppliers and purchasing
- Assist with processing staff, Trustee and volunteer expenses claims
- Collation of information in support of grant funder reporting and claims

Bronsil HQ Facilities

- General housekeeping tasks, including keeping storage and communal areas tidy
- Liaise with VWT's landlord as directed regarding repairs, servicing and maintenance; liaise with suppliers including cleaners, utilities, waste disposal and recycling providers

It is particularly important that all personnel working at the Bronsil head office are flexible in contributing to the general running of the office and Trust affairs. Due to the small size of the organisation, many routine tasks are shared and there may be times when an 'all hands-on deck' effort will be required to complete certain tasks.

Due to the nature of this post, a high level of confidentiality and discretion is required.

Other Duties

Office, Training and Personnel

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.

General

- Carry out other duties commensurate to the role as required by the Trust.
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.

4 Training and Development

As part of its commitment to investing in its people, VWT 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 overriding priorities of the Trust.

5 Outline Conditions

This post is part time (30 hours per week over four days). Our normal office hours are 9am to 5pm (Mon-Thurs), 9am to 4.30pm (Fri) with half an hour unpaid lunch break. It is hoped that the successful candidate can work Monday to Thursday each week, although some flexibility may be possible.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

Benefits Package

VWT offers a workplace pension scheme with Aviva, which matches personal contributions of 4% of staff salaries with an additional employer contribution of 7%. Pension options will be forwarded to you at the start of employment. Full-time posts are entitled to 25 days' paid leave per year, plus all bank holidays and a pro rata amount of leave will be applied to this role. Life assurance and an Employee Assistance Package is available to all staff after one year's service.

Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services.

Equal Opportunities

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We want our staff to feel comfortable to be themselves. We aim to provide an environment where everyone, regardless of background or characteristics, can develop their full potential.

6 Ideal Candidate Profile

VWT is looking for a candidate who is happy to 'muck in' with the variety of tasks required to support the business administration function.

Qualifications

- Preferably educated to A level standard

Experience and Skills Essential

- Good computer literacy and experienced in Microsoft Office 365 applications, including Teams, Word, Excel and Outlook
- Good numeracy and literacy skills
- Experience of Sage accounting software and business finance processes
- Full UK Driving licence
- Excellent telephone and communication skills
- Experience of working in business administration

Experience and Skills Desirable but not essential

- Experience of maintaining vehicles
- Accounting/Bookkeeping qualification (eg, AAT)

Personal Qualities

- Good people skills and a team player
- A positive 'can do' attitude
- Well-organised with good attention to detail
- An enthusiastic, self-motivated individual