



Post: Financial Accountant

Grade:9

Directorate: Support Services

Location: HQ, WWT Slimbridge Wetland Centre

Reporting to: Head of Finance

Main function of post: A senior member of the finance team, this post provides support to the Head of Finance by accurately accounting for specific areas of the WWT group accounts, by ensuring that the finance procedures and controls are fit for purpose and are being adhered to across the organisation and by managing the finance systems.

Supervisory responsibilities: None

Hours worked: 18 hours per week

Working pattern: Flexible (to be agreed)

Main duties of the post

1. To be responsible for the accurate accounting of the following:
 - Accrued expenditure
 - Accrued income
 - Grants receivable
 - Investments
 - Payroll
 - Gift aid
 - Insurance recharges

This list may be amended from time to time.

It will be necessary to work effectively with WWT managers in other departments as well as with other members of the finance team and external organisations (such as HMRC and the investment managers) to ensure information is accurate and complete. All accounting transactions must be completed on time, in line with the timetable for the production of the management accounts. All transactions must be carefully documented and thorough reconciliations of the relevant balance sheet accounts undertaken every month. This post will also need to provide all the year-end audit information on these areas, documented to a high standard and on time.

2. To review and update all finance policies and procedures, under direction of the Head of Finance. This will require the regular review of all policies and procedures, making proposals for changes and improvements to existing policies and the development of new ones where necessary.

All policies and procedures must demonstrate best financial practice, must be fit for purpose by staff and volunteers across WWT and must be clearly and helpfully written and presented. This will require close working with the Head of Finance and, on occasion, the Director of Finance and Support Services, other members of the finance team and staff at all levels across WWT who might be affected by the policies and procedures.

Once agreed, the policies and procedures must be appropriately disseminated across WWT using a variety of mechanisms such as face to face presentations, memos and the WWT intranet, Netlands.

3. To act as an internal auditor, ensuring that financial procedures and controls are being adhered to across WWT. It will be necessary to maintain a level of professional independence whilst carrying out spot checks on cash handling, petty cash controls, project management, purchase order procedures, etc. A clear report of the findings must be produced in a timely fashion, along with recommendations / requirements for changes. The report will be reviewed by senior finance staff, local staff and the Audit and Risk Committee.

The report findings must be followed up to ensure that any required / recommended changes are made and to support local staff with any training needs they may have.

This will require planned travel to all WWT Wetland Centres, necessitating approximately one business trip per month.

4. To provide training to WWT staff and volunteers on finance procedures and other financial topics, as and when required. It will be necessary to work with the Head of Finance and the Training & Development Manager to ensure good quality, supportive and effective training is delivered. This is also likely to require some travel to other WWT Wetland Centres.

5. To take day to day responsibility for the management of the finance systems, including Microsoft Dynamics GP finance database, eRequest purchase ordering system and the document management system. This will involve controlling the security levels and dealing with user queries. The role will involve supporting the Head of Finance with any system changes, including liaising with the software providers and the IT department.

6. To support the Head of Finance and other members of the finance team generally, but particularly at busy times such as at year-end.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: July 2015

Amended: March 2017

Person Specification

1. Qualifications

Essential:

- Partially qualified ACA or fully qualified AAT or equivalent.

Desirable:

- Fully qualified ACA or equivalent.

2. Experience

Essential:

- Financial accounting for a medium or large company, including the accounting of accruals and accrued income AND/OR the auditing of such areas.
- Development of AND/OR audit of internal controls
- Auditing experience, either internal or external.
- Extensive use of Excel.
- Varied use of different IT systems including a finance database like Microsoft Dynamics GP.
- Writing of clear, helpful, jargon-free documents
- Making presentations.

Desirable:

- Group accounting, including intercompany transactions.
- Use of Microsoft Dynamics GP accounting database.
- Providing finance training.
- Charity accounting, including accounting for restricted grants.

3. Managerial & Supervisory

Essential:

- Whilst not managing staff directly, you will have to work with staff and managers across WWT in a management capacity when carrying out internal audit, making recommendations and following them up.

4. Responsibility

Essential:

- Proven ability to manage your own time, including the sometimes conflicting demands of medium-term projects such as training and development of procedures, with the immediate demands of month-end and year-end. All areas need to be developed with equal care and you will be expected to manage your own time to ensure that happens.

- This role will be responsible for accounting for large transactions, including payroll, investments and Gift Aid.
- This role will be responsible for checking the procedures that govern a large number of transactions, including all cash handling (though they will not be handling all the cash personally).
- This role will be responsible for reporting the results of internal audits to the Audit & Risk Committee and for making recommendations for improvements identified.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£1m+
Cash Handling	£1m+
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- The ability to develop procedures, internal audit programmes and training sessions working alone and within a team, having been given a very broad framework to work within.
- The ability to ‘think outside the box’ when dealing with complex issues, particularly how to balance rigorous controls with not overloading staff and how to solve some IT systems issues.

6. Contact

Essential:

- The proven ability to work with staff at all levels to produce / amend new policies.
- The proven ability to operate in a professional manner at all times, being both helpful and supportive when developing new policies / providing training but also being clear and prescriptive when conducting internal audit.
- Reporting to Trustees on the Audit and Risk Committee.
- Working with external groups such as the auditors, investment managers and IT suppliers.
- Working within a busy finance department, carrying out projects and functions on your own but also helping colleagues if needed.

General Notes

Whilst this post is based at WWT Slimbridge, some travel to other WWT Wetland centres will be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres, some of which are remote.