

# Job Description



<b>Title:</b>	Finance and Resources Manager (P/T)
<b>Salary:</b>	£35k-£40k (pro rata, depending on experience) + 9% pension
<b>Contract:</b>	Permanent (6 months probationary period)
<b>Hours:</b>	Part-time (0.4-0.6 FTE / 2-3 days per week tbc.)
<b>Location:</b>	Wessex RT Head Office, Stratford-sub-Castle, Salisbury, with flexible home-working.
<b>Responsible to:</b>	Chief Executive

## Wessex Rivers Trust

Wessex Rivers Trust is a highly successful and well-regarded environmental charity dedicated to the protection and conservation of rivers in Wessex. These include the rivers Test, Itchen, Hampshire Avon and Dorset Stour, as well as the rivers of the New Forest and Isle of Wight. We are part of the national Rivers Trust movement, the umbrella organisation looking after most of the UK's rivers. Wessex Rivers Trust is a young and dynamic organisation with strong growth in recent years. Together, staff and trustees have secured several long-term funding agreements that are transforming the scale of the Trust's activities and their positive impact on our rivers.

## Job summary and purpose

Wessex Rivers Trust is seeking a dedicated and experienced Finance and Resources Manager to join the team. Reporting directly to the Chief Executive, the Finance and Resources Manager will play a crucial role in managing the organisation's financial operations, overseeing routine procedures, annual budgets and quarterly management accounts, annual financial audits, and providing oversight of business resources. The role will involve working closely with the Chief Executive, but also with other members of the team, Trustees, supporters, and suppliers.

The role will require excellent financial, organisational, and interpersonal skills, an attention to detail, and working flexibly in an agile environment. Experience of financial management is essential, and experience within the charitable sector would be desirable. A helpful and positive attitude is needed, as is a willingness to embrace flexible ways of working.

Whilst the role is predominantly aimed at internal support, including for staff, Trustees and supporters, external liaison will be required with suppliers, funders, partners, and the public.

## Duties and responsibilities

<b>1</b>	<b>Financial Management</b>
1	<p>Work closely with the Chief Executive, Treasurer and Finance Officer to ensure:</p> <ul style="list-style-type: none"> <li>• accurate and up-to-date financial accounts are maintained using accounting software,</li> <li>• reports are submitted to the Finance Committee / Board as required,</li> <li>• authorisations and banking procedures run smoothly,</li> <li>• cashflow and specific financial risks are monitored and managed,</li> <li>• financial management of the Trust's trading arm, including VAT returns.</li> </ul>

	2	Oversee the work of the Trust's outsourced Finance Officer, ensuring routine financial transactions - including processing invoices, staff payroll, expenses, and payment cards - are undertaken efficiently and accurately.
	3	Lead on the preparation of budget sheets and management accounts, liaising with managers to monitor income and expenditure.
	4	Assist in the collation of financial evidence for funding bids and grant claims.
	5	Develop and improve financial processes.
<b>2</b>	<b>Annual Financial Audits</b>	
	1	In liaison with the Treasurer, coordinate and support the annual financial audit process and ensure the year-end adjustments are reconciled.
	2	Source necessary documentation and liaise with external auditors to ensure a smooth and efficient audit.
<b>3</b>	<b>Resource Management</b>	
	1	Line-manage and support the part-time Trust Administrator, assisting in business-related decision-making (including routine HR matters).
	2	Oversee central resources including the office tenancy, business insurance, IT providers and relevant platforms / suppliers.
<b>4</b>	<b>Contributing to the work of the Wessex RT in general</b>	
	1	Support the work of the Chief Executive, Director of Operations and Senior Management Team
	2	Contribute to and uphold the good reputation of the Trust, promoting its work and objectives.
	3	Adhere to Trust policies and procedures and contribute to their development where appropriate
	4	Undertake other duties that may be appropriate to the position

## Person specification

<b>1</b>	<b>Qualifications and required knowledge</b>	<b>Essential</b>	<b>Desirable</b>	
	1	Relevant accountancy / finance qualification or equivalent professional experience in a relevant sector	X	
	2	Demonstrable knowledge of financial administration within a small-medium sized enterprise or organisational setting	X	
	3	Advanced understanding of Microsoft Excel	X	
	4	Familiarity with NGO/charity sector financial regulations and reporting		X
	5	Understanding of HR legislation, admin, and processes		X
	6	Understanding of the environmental / freshwater sector		X
<b>2</b>	<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>
	1	Proven experience of preparing annual budgets, management accounts, monitoring staff cost and overhead recovery, and producing cashflow forecasts.	X	
	2	Experience using Xero accounting software		X
	3	Experience working with external auditors, preparation of annual audit information		X
	4	Working alone and as part of a team	X	
<b>3</b>	<b>Skills and competencies</b>		<b>Essential</b>	<b>Desirable</b>
	1	Excellent interpersonal and communication skills	X	
	2	Excellent IT skills, including use of Office 365	X	
	3	Able to prioritise and work under pressure to tight deadlines	X	

	4	Excellent time and task management	X	
4	Personal attributes		Essential	Desirable
	1	Diligent and organised with a high attention to detail	X	
	3	Pro-active and innovative	X	
	4	Open, transparent, and flexible	X	
	5	Commitment to a healthy freshwater environment	X	
	6	Positive “can-do” attitude	X	
	7	Commitment to upholding professionalism	X	

## Miscellaneous

The post may involve occasional travel throughout Wessex (East Dorset, South Wiltshire, and Hampshire) therefore a full UK driving licence and use of own vehicle is required. Mileage expenses will be paid at 45p per mile as set out in HMRC’s Approved Mileage Allowance Payment. Some evening and weekend work may be required. We will also require the successful applicant to undergo a DBS check and provide satisfactory references.