



**Herts &
Middlesex**
Wildlife Trust



Finance Officer

Recruitment Pack

Recruitment Pack Contents

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Frogmore meadows Nature Reserve © Josh Kubale

Frogmore Meadows Nature Reserve © Josh Kubale

1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

That's why we are recruiting for a Finance Officer to support teams across the Trust deliver their work. You'll be part of the Trust's Finance team, reporting to the Head of Finance and working alongside our Management Accountant. You will support all aspects of finance and work with colleagues across the Trust.

We are looking for someone with experience of working in all aspects of a Finance department. You'll need to be well organised with strong IT skills.

If you feel you have the knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive

Water vole © Terry Whitaker/2020 Vision



Role title	Finance Officer
Salary range	£28,057 FTE (SCP 24) pro-rata plus contribution to pension auto-enrolment.
Time commitment	The post is for a minimum of 24 hours per week (to be worked across 4 or 5 days), although we will consider up to 37.5 hours per week for candidates with extensive experience of all aspects of the job description.

About the Trust

Herts and Middlesex Wildlife Trust is a local nature conservation charity. Our office is based in the beautiful Verulamium Park on the edge of St Albans city. We believe that wildlife should have space to thrive alongside our everyday lives and that everyone benefits from having access to nature.

Our staff team is enthusiastic, friendly and committed to making a difference. We are supported by over 1000 volunteers and we have a group of volunteers who regularly support our Finance Team. We have a board of 12 Trustees drawn from a variety of backgrounds, from business to local government and the charitable sector. The Head of Finance works very closely with our Honorary Treasurer.

We now have 23,000 members who support us financially and who are the collective voice helping us to stand up for wildlife.

We have around 50 members of staff, a mix of full time and part time roles, and staff structure is given in Section 8. Some roles including the Finance Team and Business Support Team are primarily based in the office. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with. This helps to motivate and inspire staff to see the difference being made across the Team together.

About the role

As a part of our Finance team, you will provide support for all aspects of our financial processes. We are looking for someone who has excellent organisational and communication skills, with a friendly approach and great attention to detail, together with an interest in what we do. You must be fully conversant with MS Office and previous experience of Sage accounts would be a benefit.

How do we support you?

We offer a great benefits package with a range of employee schemes including flexible working, increase to annual leave based on length of service, excellent learning and development opportunities, wellbeing support and much more! You can find out more about this here - <https://www.hertswildlifetrust.org.uk/jobs/benefits>

3 Job description

Title	Finance Officer
Reports to	Head of Finance
Responsible for	Volunteers
Work base	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The Trust's offices are at Grebe House, St Albans, AL3 4SN. The Trust supports flexible and hybrid working.</p>
Hours	Minimum 24 hours up to 37.5 hours per week (worked across 4 or 5 days)
Salary	Scale point 24-28 plus contribution to pension auto-enrolment
Salary Scale	£28,057 to £31,889 FTE (pro-rata)
Employment Term	Permanent
Job purpose	<p>To support the financial operations of the Trust in keeping with the nature of a tightly run, medium-sized charity.</p> <p>To support the management, control and reconciliation of financial matters on behalf of the Trust.</p>

Main responsibilities

1. To be responsible for the day to day maintenance of the Sage ledgers.
2. Process sales & purchase ledger transactions, including invoices, credit notes & expenses in accordance with financial authorisation policies.
3. Process all payments on time via the on-line banking system or by cheque.
4. Complete all weekly reconciliation of the bank statements to Sage, including income via Stripe.
5. Ensure all income (cash and cheques) are banked as appropriate.
6. Prepare and process journals as required.
7. Maintain weekly Sage backups, retaining the 3 most recent weekly backups, quarterly backups during the year and year-end backups for 7 years.
8. Oversee all the financial operations of the Hertfordshire Environmental Records Centre, including income and revenue share management.
9. Collect daily reports and upload weekly data relating to our BACS processing procedures. Assist with the monthly collection of direct debits from our members through the BACS procedure when required. Assist with the quarterly gift aid claim through the ThankQ software when required.
10. Issue month end and adhoc Sage and Excel reports to budget holders and project managers, supporting their understanding and ensuring financial monitoring of budgets and projects is kept up to date.

11. As part of invoicing projects, ensure all funder reporting requirements are met, to ensure prompt payment of their invoices.
12. Assist the Head of Finance with calculations of project allocated costs to ensure staff costs and overheads are met where appropriate.
13. Assist the Head of Finance with payroll and pension preparation, submission and payment and VAT return preparation and submission when required.
14. Manage the workload of a small group of Finance volunteers.
15. Undertake other duties required by the Head of Finance, consistent with the job purpose.
16. Carry out all duties with regard to relevant legislation and the Trust's policies and procedures.

Carry out all other such duties, as may be reasonably required, from time to time, determined by the Head of Finance and/or Chief Executive.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Personal qualities	<ul style="list-style-type: none"> • Honest, trustworthy and with excellent attention to detail • Positive, collaborative and able to work on own initiative, managing own workload to meeting deadlines. • Good communicator with an ability to communicate with a diverse audience, both financial & non-financial. • Commitment to continual improvement and development. • Enthusiasm for wildlife and nature conservation and the work of the Wildlife Trusts.
Experience and knowledge	<ul style="list-style-type: none"> • Proven experience of book keeping & accounting, with a good all round knowledge of double entry book keeping. • Familiarity with banking systems particularly around online processes. • Experience of working with volunteers would be helpful. • An understanding of charity or not-for-profit sector would be helpful.
Skills	<ul style="list-style-type: none"> • Excellent numeracy and organisation skills. • Strong IT skills, including an accounting package (experience with Sage accounting beneficial), and a good standard across the MS Office suite of applications.

Conditions

- A commitment to equal opportunities and to the Trust's values.
- The role may involve occasional weekend or evening work.
- Attendance at the Trust office and at face-to-face meetings as agreed and as required by the role.
- The role is based in St Albans, but travel to other locations across the area will be required
- Occasional travel to national or regional meetings and conferences may also be required.

5 Recruitment and selection process

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

You can arrange a call with Michael Wood, Head of Finance, by emailing michael.wood@hmwt.org or calling 01727 858901 [ext 224].

When you're ready, please send us a copy of your up-to-date CV and a supporting statement (max 2 sides of A4), outlining your interest in the role and how you meet the role's criteria to recruitment@hmwt.org.

The application deadline is **9am on 15th April 2024**. We will be reviewing applications as they are received and may contact you to discuss your application further before the interview stage.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the recruitment early.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion.

Selection Process

Shortlisted candidates will be invited to attend an interview in person on **18th April 2024** at our offices in St. Albans.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role
- Confirmation of the right to work in the UK
- A satisfactory Disclosure Barring Check

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

6 About Herts and Middlesex Wildlife Trust

Formed in 1964, Herts and Middlesex Wildlife Trust strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we are supported by 23,000 members. Over 600 volunteers help our work on nature reserves, biological recording and engagement activities. We run a variety of partnership projects such as Wilder St Albans which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife which is core to seeing the 30 by 30 target achieved; partnership working is fundamental to our work, we cannot achieve nature's recovery on our own.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

The Records Centre plays a key role in inspiring people to record and share their wildlife sightings, which is used to inform our conservation priorities. Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local

plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

The Trust is one of 46 local Wildlife Trusts across the UK, supported by over 800,000 members and managing 2,300 nature reserves across the UK. Together the Wildlife Trusts lobby for better protection of wildlife and wild places and are dedicated to nature's recovery.

To find out more about our work, please visit our website hertswildlifetrust.org.uk To view the Wildlife Trusts national website visit wildlifetrusts.org

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

7 Summary of terms and conditions of employment

A positive employer

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

Location

The Trust's offices are in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius.

Contract

The post is available on either a part-time or full-time permanent basis depending on experience. Annual performance appraisals take place.

Probationary period

A probationary period of 6 months applies.

Normal hours of work

The Trust operates a 37.5 hour week, although for this role we will consider a part time role from 24 hours per week depending on experience. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.

Annual leave

Initially 23 days leave per year (rising to 24 days after two years and rising to 25 days after three year's completed service with the Trust), plus statutory bank holidays per year. Pro-rata where applicable.

Pension

All eligible employees are automatically enrolled into the Trust's Group Personal Pension Scheme through salary sacrifice. The Trust contributes 4% of an employee's salary; employees are required to contribute 4% of their salary. Employees are able to opt-out of the pension scheme if they wish.

Car and Travel expenses

Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.

Employee Handbook

Herts & Middlesex Wildlife Trust's policies and procedures are set out in the Employee Handbook and accompanying policy documents, and these are available on appointment.



**Herts &
Middlesex**
Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts