



Finance Assistant

Closing date: 10am on Thursday 16 February 2023

Application Pack

Finance Assistant (Full Time or Job Share)

Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2,400,000 acres protected and over 2,000,000 native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

Job Summary

Finance Assistant

The Finance Assistant is responsible for assisting the organisation in accurately processing day-to-day financial transactions of the charity and its wholly owned subsidiary. This role will include accurately and efficiently processing and recording income transactions, maintenance of the Sales Ledger and Purchase Ledger, and supporting the finance team with other duties as appropriate. Please see the job description and person specification for full details.

**We're happy to talk flexible working,
from day one.**

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.



WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

Application Pack Job Description

Finance Assistant

Reporting To: Head of Finance

Job Purpose

The Finance Assistant is responsible for assisting the organisation in accurately processing day-to-day financial transactions of the charity and its wholly owned subsidiary. This role will include accurately and efficiently processing and recording income transactions, maintenance of the Sales Ledger and Purchase Ledger, and supporting the finance team with other duties as appropriate.

The Finance Assistant will work closely within the Finance team but also with teams across the organisation to ensure that the organisation maintains accurate information in a timely manner.

Main duties and responsibilities:

Income and Banks

- Accurately importing income batches for the Charity and Trading subsidiary and ensuring correctly allocated to relevant finance codes.
- Accurately process Standing Order income onto the accounts system.
- Setting up and verifying new donor/corporate supporter details in the Sales Ledger.
- Accurate allocation of income against Sales Ledger.
- Production of Donation Pledge invoices/Sales Invoices as requested or required.
- Provide daily information on funds received into the bank to the development team.
- Import relevant bank statements for reconciliation.

Expenditure

- Accurately process purchase orders, Supplier invoices and Employees expenses (both uk and overseas) for the Charity and Trading subsidiary ensuring correct allocation to relevant finance codes.
- Support the payment processing, including collation and approval of relevant information, of disbursements to beneficiaries and request of acknowledgement of receipt from Conservation Partners on a timely basis.
- Accurately process monthly credit card expenditure onto the accounts system.
- Setting up and verifying new supplier details in the Purchase Ledger.
- Accurate allocation of expenditure against Purchase Ledger.
- Create timely payment runs for authorisation and import into the banking system.
- Ensure purchase orders and invoices are approved in line with scheme of delegations authority.
- Maintain Fixed Asset register and ensure accurate processing of monthly depreciation.
- Maintain and reconcile petty cash accounts.

Application Pack

General Finance and Accounting

- Assist the month end tasks for financial close down and reporting including preparing Prepayments schedule for review and assisting in the monthly reconciliation between the CRM database and Accounts system.
- Assist the year end audit for WLT and its trading subsidiary including preparation of schedules and information for external auditors .
- Monitor and answer queries from other teams including monitoring of the finance email account in a timely manner and supporting provision of relevant information to assist in measuring WLT carbon footprint.
- Undertake other activities as requested by the line manager, commensurate with skills, experience, pay level and role.

The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.

Person specification

Formal qualifications

- Studying towards or willing to study towards an accountancy qualification (desirable)

Experience and knowledge

- Experience in a similar role (desirable).
- Experience of accounting software applications (desirable).

Abilities and skills

- Enthusiastic person with a willingness to learn and an eye for detail as accuracy is a key requirement.
- Good communication skills and the ability to build effective relationships.
- Good knowledge of Excel and computer literacy skills, including proficiency in Office 365, and an ability to work and understand a range of other software tools and packages, including accounting software applications.
- Highly numerate.
- Be a team player.
- A conscientious self-starter and able to use their own initiative.
- An empathy and passion for WLT's mission and values.

Application Pack

How to Apply

Please log your details and upload your CV and covering letter, which must state how you feel your skills and experience meet the requirements of the role, using the link below. **Please state whether you are applying for a full-time or part-time position, and if applying for part-time hours please state what your preferred working days/hours are.** Applicants will need to be eligible to work in the UK.

<https://hr.breathehr.com/v/finance-assistant-27709>

If you have any questions not answered in this application pack, or you are having difficulty uploading your documents, please email Jobs@worldlandtrust.org. Please note that applications that do not include the documents referred to above may not be included in the shortlisting process.

Closing Date 10am on Thursday 16 February 2023

Interviews are expected to take place on **Wednesday 1 March 2023.**

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. **Applicants will need to be eligible to work in the UK.** We will ask to see a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you should you be invited to interview.

Application Pack Terms and Conditions

Duration of Contract: Open term contract

Probationary Period: Six months

Salary: £20,000 pa for full-time hours (pro-rata for part-time hours).

Location: Whilst our offices are located in Halesworth, Suffolk, we know that our staff have valued the opportunity to enjoy a healthy work-life balance. We build flexibility into the way we work from day one, including opportunities for hybrid working between home and office with supportive technology to enable remote connection and collaboration, depending on the requirements of the role. We believe that this supports our staff to achieve their full potential at work and to maintain a healthy work life balance to do the things that are important to them. Please note that any agreement for flexible working is initially on a 6-month trial basis during which time default terms will apply.

Hours of Work: This post is available up to our full-time hours of 35 hours per week and would suit someone looking to work full-time or two part-time team members. Our normal working days are Monday to Friday inclusive and we are open to discussions around preferences for how the hours are worked, dependent on the role requirements and availability within the team.

Notice period: One month following successful completion of probationary period.

Main Benefits:

- 33 days' annual leave entitlement (including Bank Holidays) pro rata for part-time working hours.
- An additional discretionary day available each year to volunteer for a charity or community organisation of your choice.
- Group Personal Pension scheme with an employer's contribution of 5% and minimum employee contribution of 3%. Our default scheme invests in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our values as a charity, working for environmental protection. Contributions can be made through Pension Salary Exchange, subject to minimum earnings criteria, or direct at source.
- Group Life Assurance of 4x salary.
- Employee Assistance Programme, including access to counselling and a wellbeing helpline.
- Annual appraisal and a Personal Development Plan to support growth and development within the role. Opportunities to develop wider skills in relation to first aid, wellbeing, and diversity and inclusion.
- Cycle to Work Scheme currently with Green Commute Initiative, a not-for-profit scheme provider.
- Eyecare vouchers for VDU users, which can be used in most High Street opticians.

Application Pack

