WORLD LAND TRUST | Saving land Saving species

APPLICATION PACK

Finance Assistant

Closing Date: 9am on Monday 24 August 2026

Who We Are

World Land Trust (WLT) is an international conservation charity that protects the world's most biologically significant and threatened habitats and species. Our mission is to help people across the world protect and restore their land to safeguard biodiversity and the climate.

Working through a network of partner organisations around the world, WLT funds the creation of reserves and provides permanent protection for habitats and wildlife. Partnerships are developed with established and highly respected local organisations who engage support and commitment among the local community.

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.

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

FINANCE ASSISTANT

Who we're looking for

The role of the Finance Assistant is to assist 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 ideal candidate will have experience in finance, accounts, bookkeeping or a similar administrative role, with a proven ability to process financial transactions accurately, maintain financial records and use finance systems, Office 365 and Excel effectively. They will have a good understanding of basic accounting processes, ideally with a relevant qualification, strong numerical and organisational skills, excellent attention to detail, and the ability to handle confidential information sensitively.

The postholder will work with teams across the organisation so should also be customer focused, with strong communication skills and the ability to build positive working relationships. They will need to be able to work independently and as part of a team, use logic and sound judgement to resolve routine finance issues, and demonstrate a reliable, proactive and conscientious approach to work.

Job Description

Salary:	Salary £25,500pa, up to £27,950pa for suitably experienced and qualified applicants
Hours:	35 hours per week
Contract:	Permanent
Proposed Start Date:	As soon as possible subject to candidate's availability.
Location:	Halesworth, Suffolk with opportunities for hybrid working
Reporting to:	Head of Finance
Working closely with:	Finance team and Supporter Care team

Main duties and responsibilities

Income and Banks

- Accurately importing income batches for the Charity and Trading subsidiary and ensuring correctly allocated to relevant nominal codes and project codes.
- Accurately process Standing Order income onto the accounts system and setting up auto-bank rules in the Finance System (currently Xledger).
- Setting up and verifying new donor/corporate supporter details in the Sales Ledger.
- Accurate allocation of income against Sales Ledger.
- Review aged Sales Ledger balances monthly for accuracy and completeness. Notify relevant departments regarding overdue receipts.
- Production of Donation Pledge invoices/Sales Invoices as requested or required.
- Provide daily information on funds received into the bank.
- Import relevant bank statements and reconcile all banks on a weekly/monthly basis.

Expenditure

- Accurately process purchase orders, Supplier invoices and Employee expenses (both uk and overseas) for the Charity and Trading subsidiary ensuring correct allocation to relevant nominal codes and cost centres in the Finance System.
- Support 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.
- Performing due diligence checks on new suppliers and new Conservation Partners.
- Accurate allocation of expenditure against Purchase Ledger.
- Review aged Purchase Ledger balances monthly for accuracy and completeness.
- Ensure purchase orders and invoices are matched and generated accurately within the Finance System.
- Maintain Fixed Asset register and ensure accurate processing of monthly depreciation.
- Process monthly investment portfolio movements
- Maintain and reconcile petty cash accounts.
- Assist the month end tasks for financial close down and reporting including preparing Prepayments and assisting in the monthly reconciliation between the CRM database and Finance 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 accounts and finance email accounts in a timely manner and supporting provision of relevant information to assist in measuring WLT carbon footprint.

Other

- Participate and collaborate with working groups and committees as required to support achievement of strategic and operational goals.
- Prepare training materials and deliver training on finance processes to other teams.
- Undertake other activities as requested by the line manager, commensurate with skills, experience, job 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

(A) Application : we would like to see an example of how you meet this criterion in your application

(I) Interview : we may ask questions at interview about this criterion

Essential

Experience

- Experience working in a finance, accounts, bookkeeping or similar administrative role (A, I)
- Experience processing financial transactions accurately and maintaining financial records (A, I)
- Experience using finance/accounting software with proficiency in Office 365 and Microsoft Excel (A, I)
- Customer service focus with experience of dealing with queries from colleagues, customers or suppliers professionally and efficiently (I)

Skills and Knowledge

- Good understanding of basic accounting principles, including sales ledger, purchase ledger and bank reconciliation processes (I)
- Excellent attention to detail and an understanding of the importance of high levels of accuracy and confidentiality in financial processing (I)

- Highly numerate (I)
- Excellent organisational skills, able to manage competing priorities and meet deadlines (I)
- Good written and verbal communication skills with the ability to build effective working relationships (A, I)
- Able to work independently and manage own workload as well as collaboratively with colleagues across the organisation (I)
- Able to exercise sound judgement when dealing with routine finance matters, identifying discrepancies and investigating issues methodically (I)

Personal Attributes

- Reliable, logical and conscientious approach to work (I)
- Proactive and positive attitude to work, willing to take ownership of tasks and see them through to completion (I)
- Commitment to excellent customer service (I)
- Inclusive approach to work, with a commitment to the organisation's values (I)

Desirable

- GCSE Maths and English at Grade C/4 or above (A)
- AAT qualification (Level 2 or above) (A)
- Experience in the charity or not-for-profit sector (A)
- Experience of month-end processes and audit preparation (A, I)
- Experience of using Xledger or a similar cloud-based finance system (A, I)
- Experience of multi-currency transactions and overseas payments (A)

Applications

Please use the below link to log your details and upload both your CV and covering letter by 9am on Monday 24 August 2026.

https://hr.breathehr.com/v/finance-assistant-48161

Your covering letter is an important part of your application. This is an opportunity for you to share with us why you are passionate about working for World Land Trust, why this role interests you, and for you to provide examples of how your skills and experience match the essential requirements shown in the person specification, particularly those marked with ‘A’.

We recognise that AI tools can be helpful for some people, however we encourage you to use your own voice to share examples of your experiences and skills within your application to ensure that your responses reflect what you can bring to the team as the unique individual that you are.

Your covering letter should be addressed to Sue Bunting, Head of Finance. The covering letter should be no more than two pages.

We would like to thank you for your interest in World Land Trust and for your time in applying. If you have any questions not answered in this application pack, please email: Jobs@worldlandtrust.org and Debby or Kizzy will get back to you as quickly as possible.

Please note that this is a UK based role and the successful applicant will need to be eligible to work in the UK.

Shortlisted Candidates

We know how frustrating it is to not get an update about your application and therefore we will ensure that we let all applicants know whether they have been shortlisted for interview or not.

Interviews are expected to take place on Thursday 03 and Friday 04 September 2026 and will be carried out in person at our offices in Halesworth, Suffolk.

The interview will be an opportunity for us to better understand your skills and experience and how these might match those that we are looking for in our new team member. We will be asking you a number of questions, based on the person specification, and we’ll be looking for your responses to demonstrate your understanding along with examples that you bring from your own experience. All applicants will have an opportunity to ask questions of the panel at the end of the interview. The panel for this vacancy will be Sue Bunting, Head of Finance, and Mel Eames, Finance Manager.

Our Benefits

- **Salary** - starting salary for this post is £25,500pa, up to £27,950pa for suitably experienced and qualified candidates, based on full-time hours of 35-hours per week.
- **Flexible working opportunities** - We offer flexible and hybrid working because we know how important a healthy work-life balance is to our team. The majority of full-time staff work a 9-day fortnight, and we support hybrid working where the role allows. Our core working days are Tuesday to Thursday with non-working days falling on either Mondays or Fridays and our normal working office are 9am to 5pm. At the same time, we value in-person collaboration, so **the successful candidate will need to be within commuting distance of our Halesworth offices and able to spend at least one day a week working on site with the Finance team**, ideally a Tuesday, although there is office space if you wish to work the majority or all of your hours in the office. All Operations team members are required to attend quarterly team meetings in Halesworth and are also required to attend quarterly Staff Away Days at a location in Suffolk, alongside any additional face-to-face meetings or planning sessions deemed relevant where building and maintaining working relationships is important. Any costs incurred for commuting, including travel to meetings in Suffolk, will be at the employee's own expense with reasonable expenses paid for other meetings held outside of Suffolk, in line with our travel policy.
- **Annual leave** - we offer 36 days' annual leave (including Bank Holidays) plus an additional discretionary day each year to volunteer for a charity or community organisation of your choice.
- **Group personal pension scheme** - investing 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. We also offer Pension Salary Exchange as a way of making tax-efficient contributions into your workplace pension based on an employer contribution of 5% and an employee contribution of 3%.
- **Group life assurance -** whilst we hope our staff live long and happy lives, we want to give some peace of mind and this benefit provides a lump sum payment of 4x salary.

- **Occupational sick pay** – available from day 1 as whilst we have low sickness absence levels, we recognise that there are occasions for all of us when we just aren't fit enough to work due to illness or injury.
- **Wellbeing** - our staff wellbeing is important to us and so alongside a Wellbeing policy, supported by an Employee Assistance Programme which includes access to counselling and a wellbeing helpline, we have provided opportunities for staff – and managers - to attend inhouse training to support their own wellbeing and those of their teams.
- **Cycle to Work Scheme** - we're currently working with a not-for-profit scheme provider to give our staff the chance to purchase a bike (including e-bike options) through a salary exchange scheme, which means you save the tax and NI that you would pay if you bought the bike directly from your next (after tax) pay giving savings of up to 47%!
- **Inclusion** - we work hard to ensure that we provide a welcoming and supportive environment for all staff where they can be the best they can be; as part of this we share our Inclusion Passport with you shortly after joining. This means we start off with a conversation about what helps you to work best, feel included and be supported, which can encompass neurodiversity, religious practices, or menopause, for example, as well as disability and gender reassignment. To view our Equality and Diversity statement go to https://www.worldlandtrust.org/policies/ and scroll down to the statement.
- **Employee voice** - we know that there is always room to improve and so we provide an annual, anonymised, employee engagement survey, using the results to guide our People Plan for the following year. We're proud of our staff participation rate and the effort they make to share their thoughts with us, as well as our consistently high levels of staff engagement.
- **Learning and Development** - we support growth and development within role and this forms part of regular conversations with staff, brought together in our annual Performance and Development Review (PDR) which is reviewed regularly across the year to support staff with prioritisation, workload and wellbeing. Retaining expertise and providing opportunities is something that's important to us and we have seen a number of staff move into new roles within World Land Trust.

But that's not the end of it! We keep our benefits under review and look for new opportunities to improve our employee experience.

WLT collects, stores and processes personal information about prospective, current and former staff including applicants, employees (and former employees) and workers to manage the employment relationship. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. A copy of our Privacy Notice can be found on our website Vacancies page Vacancies at World Land Trust under Transparency.

Conditions of Employment

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, **all applicants will need to be eligible to work in the UK and will be required to be UK based as a condition of the offer of employment**. If you are shortlisted for interview, we will ask to see a copy of an appropriate official document as set out in the UKBA guidelines and we are required to carry out a further online check of documents for the successful candidate, which we will do via TrustID. Do not send anything now, further information will be sent to you should you be invited to interview.