



Role Profile

Job title	Finance and Data Officer
Reporting to	Head of Finance and Systems
Has reporting	None
Starting Salary	Grade C
Duration	Permanent- 35 hours per week
Location	Findhorn-Dundreggan-Homeworking

Trees for life - context

The Trees for Life vision is of a revitalised wild forest in the Scottish Highlands, providing space for wildlife to flourish and communities to thrive.

The Trees for Life mission is to rewild the Scottish Highlands by enabling the restoration of the globally unique Caledonian Forest which once covered much of Scotland. Integral to our success is the involvement of people.

Our Values

Our values are at the core of our mission to rewild the Scottish Highlands, informing decisions large and small from the day-to-day running of our office to major conservation projects. We have shared these values so that our supporters, volunteers and partners can gain a deeper understanding of what drives Trees for Life.

We are groundbreaking

We are an ambitious charity with a big mission. For over 25 years we have sought to bring innovation to conservation, and we continue to strive for new and ground-breaking ways to rewild the Scottish Highlands.

We are collaborative

We are an open, friendly and cooperative organisation. We welcome and encourage collaborative working with other organisations, landowners and the wider community. We believe we can always achieve more through teamwork.

We are pragmatic

We seek prudent, sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. Seeking a pragmatic approach safeguards our organisation and the work we undertake.



Overall purpose of the job

To support the effective stewardship of, and accountability for, the organisation's financial resources (Charity and subsidiary) by participating in the management of the financial administration, governance and IT systems.

Key Liaisons

Key focal points for liaison are with staff across all sites, external consultants and contractors, banks, HMRC, Insurance brokers and funders.

Scope, Accountability, Responsibilities and Resources

- Ensure accounting records are well-organised, with paper and electronic trails filed securely and in accordance with legal requirements – Charity group activity.
- Has access to online banking platforms and responsible for subsidiary payments.
- Has access to sales platforms and is responsible for recording subsidiary income. Accurate recording and the general management of the accounts receivable functions for the whole trading group.
- responsible for the subsidiary expenditure recording and the general management of the accounts payable functions for the whole group.
- Responsible for the management of insurance policies of the Charity Group. (Vehicle insurance, Commercial Combined)
- Responsible for Payroll management (prepared by an external company)
- Has access to government and tax administration accounts, and supports the management of tax and legal matters.
- Has access to IT administration accounts and supports IT functions within the charity group.
- Has access to support the management of bank accounts and other investment platforms for the whole charity group.
- Supports governance, reporting and business administration functions, including the audit of accounts and the reporting to third parties.

Person Specification

Overall, the postholder needs to be a competent bookkeeper who is able to work relatively unsupervised, with keen attention to detail, accuracy and the perseverance to achieve. The ability to work well with others from both internal and external backgrounds is essential, and to maintain an effective and professional manner is key.

Knowledge & Expertise

- Professional knowledge of accounting terminology and practices (e.g. working towards NVQs/SVQs or Association of Accounting Technicians (AAT) qualifications or some equivalent experience).
- Advanced working knowledge of current accounting packages.
- Professional knowledge of charity and business legal and tax requirements.
- Good working knowledge of and competent in the use of CRM and software packages such as *Filemaker Pro, Google Suite Products, Office, Excel and Quickbooks*.



Skills & Competencies

- Attention to detail and methodical with tenacity to ensure accurate resolution of accounting queries and reconciliation work.
- Well-organised and committed to ensuring proper documentary records are established and maintained.
- Ability to think clearly and objectively, conduct complex analysis of data and provide or propose logical solutions.
- Complete discretion in dealing with confidential information.
- An aptitude and enthusiasm for figure work.
- Ability to work to deadlines and prioritise tasks, managing own time as necessary
- Ability to work as part of a team and to work independently and accurately.
- Good interpersonal communication skills, both written and verbal.
- Capacity to create ad hoc information processing systems and standardise processes.

Experience

- Administration experience
- Proven experience in bookkeeping or accounting at technician or assistant level.
- Information processing and data analysis
- Information Technology experience
- Customer Service
- Knowledge of the third sector is desirable but not essential.

Personal Attributes

- Highly-motivated and professional in their approach.
- Willingness to learn and continuously seek enhancements to boost the organisation efficiency and performance.
- Team player with a readiness to work as part of a team and support colleagues.
- Positive attitude towards their work.

Working conditions/ Special demands

- Willingness to be flexible and work occasionally out of normal hours. Travel may also be required to our different sites.