

# Job Description



**Scottish  
Wildlife  
Trust**

<b>Title</b>	Finance Assistant
<b>Based</b>	Harbourside House/Remote Working
<b>Status</b>	30 hours per week, Permanent
<b>Dept/Region</b>	Finance and Resources
<b>Line Manager</b>	Finance Manager

## Our Mission

For over 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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## Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

## Overall Purpose of the Role

To support the Finance Manager and the Director of Finance & Resources in the operation of the Trust's finance systems, and to undertake routine processes relating to sales, purchases, cash, expenses claims and project administration.

### **Main Objectives**

1. Work to ensure smooth operation of all finance matters in compliance with Trust policies.
2. Demonstrate and champion effective internal financial control throughout the organisation.
3. Work with budget holders to ensure excellent communications which support effective financial management in relation to income and expenditure.

### **Expenditure**

4. Operate effective systems relating to purchase orders, invoices, and receipting, including:
  - Matching approved invoices to purchase orders.
  - Checking and processing invoices and expenses
  - Dealing with all purchase ledger enquiries
  - Reconciling supplier statements
5. Manage payment run and dealing ad hoc, urgent, BACS, cheque payments.
6. Manage petty cash and reconciling monthly.
7. Process credit card statements, ensuring backup documentation and authorisation.
8. Have effective systems over the following:
  - Supplier records/bank details/ address change,
  - Capturing consistent and relevant information when processing data,
  - Ensuring VAT compliance in place as per HMRC,

### **Income**

9. Operate effective systems relating income and sales invoices, including:
  - Issuing sales invoices,
  - Recording sales invoices in ledger,
  - Dealing with sales ledger enquiries,
  - Recording and banking income at the earliest opportunity,
10. Operate effective systems of credit control to optimise early payment.

### **Other**

11. Providing support and assistance in Month end Year End accounts.
12. Providing support and assistance during Audit.
13. General filing and administration.
14. Cover for colleagues within finance team, as necessary.
15. Provision of ad hoc financial information.
16. Other duties as required.

### **Key Internal & External Contacts**

- All Scottish Wildlife Trust staff

- Bank/Credit Card Provider
- Suppliers & customers
- External IT support
- Project funders CEO, Chairman and Senior Managers

#### Qualifications, Experience (essential/desirable)

Qualifications:

- HNC/HND in relevant subject is desirable

Experience:

- One year of relevant experience within a Finance role is desirable

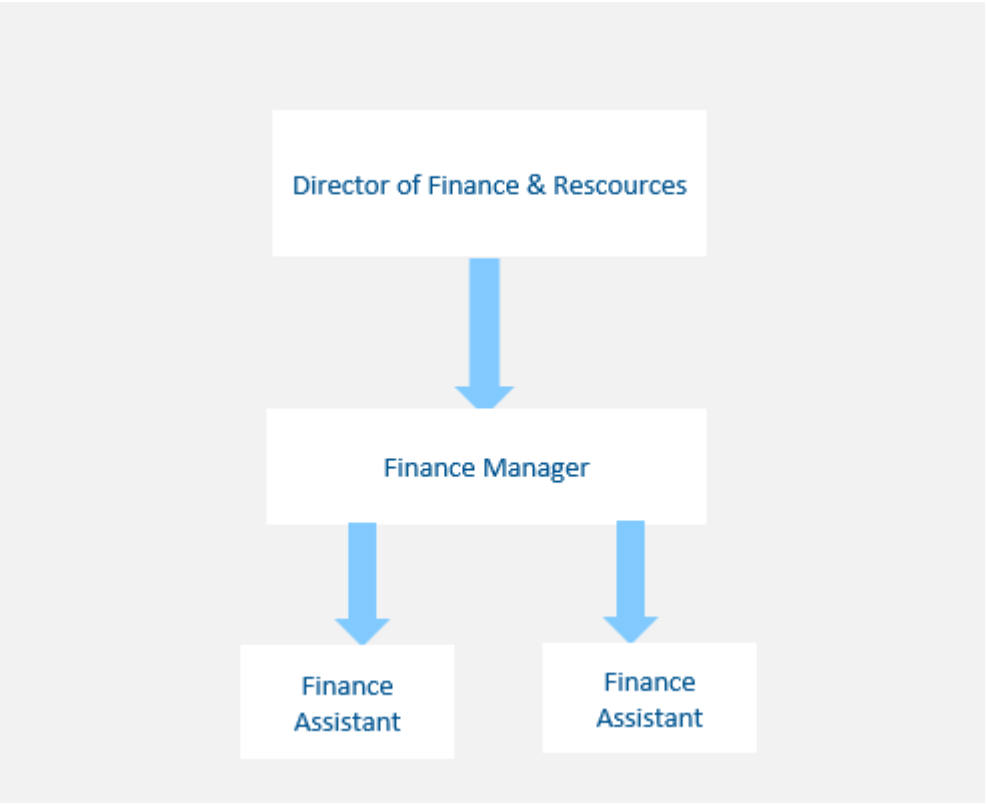
Key competencies	Essential	Desirable
Technology and knowledge (IT)	<b>x</b> Computerised accounting systems Working knowledge of Microsoft Word and Excel Basic accounting and financial control environment knowledge	
Organisation and planning		<b>x</b>
Communication (writing/spoken)	<b>x</b> Good standard of literacy and numeracy	
Problem Solving		<b>x</b>
Judgement		<b>x</b>
Management		
Teamwork	<b>x</b>	
Commitment to organisational culture, values and vision	<b>x</b>	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	<b>x</b>		
Full Driving Licence			<b>x</b>
Protection of Vulnerable Groups membership			<b>x</b>
First Aid Certificate			<b>x</b>
Credit Check	<b>x</b>		

Author	Natalia Chorazewska	Date	07/07/2025
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# Job Description

## Finance Team Structure



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