



Little Annexe, Estate Office,
Escrick, York YO19 6EA
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Job Title: Finance Administrator

Position: Freelance, part-time
Region: Yorkshire
Salary: £11 per hour
Time: Approx. 20 hours per month
Location: Home based
Start date: May 2021

Job Summary

Woodmeadow Trust is a pioneering charity taking practical action for nature and people by creating woodmeadow habitat and inspiring others to plant and look after these exceptional ecosystems. This will help our threatened native wildlife to recover and allow people greater and easier access to the joy and beauty of nature. The charity has established Three Hagges Woodmeadow near York as an exemplar woodmeadow ecosystem for the benefit of research and public engagement. We now aim to increase the impact of our approach by extending the Woodmeadow Initiative throughout the UK, further developing and disseminating our replicable methodology.

We are looking for an experienced finance administrator who will be responsible for maintaining income and expenditure records in Quick Books and producing financial reports. The successful applicant will be someone who is experienced in the use of Quick Books, or similar accountancy software, they will be well organised and demonstrate good attention to detail. This position is offered as a freelance, part-time position for approx. 20 hours a month. The position will be home-based. You will be expected to occasionally travel to our registered office in Escrick and Three Hagges Woodmeadow, Escrick, near York for meetings.

Responsibilities and Duties

As Finance Administrator you will have the following responsibilities:

- Electronically save supplier invoices by month.
- Collate supplier invoices each month and seek payment authorisation before creating individual entries in Quick Books and scanning and attaching supplier invoices.
- Create a monthly spreadsheet of bank transactions and upload the spreadsheet into Quick Books.
- Match income and expenditure each month in Quick Books to correct 'Category' and 'Class'.
- Electronically save details of all income and attach details to income entries in Quick Books.
- Regularly update 'Supporters' spreadsheet with details of income received.
- Transfer PayPal funds into our bank account each month, produce a report of transactions and attach details to the income entry in Quick books.
- Create a monthly spreadsheet of credit card transactions and upload the spreadsheet into Quick Books.
- Match credit card transactions to correct 'Category' and 'Class' in Quick Books.
- Responsible for the filing of all income and expenditure records in Dropbox.
- Attend monthly Finance Team meetings which take place on a Sunday morning.
- Undertake any other tasks as directed by the Administration and Marketing Manager.

Qualifications and Skills

Ideally the right candidate would have a minimum of 2 years' experience in a finance or accountancy role within the charity sector. Be AAT qualified, or studying towards your AAT/ACCA/CIMA.

To be successful in this role you will also need the following skills and experience:

- Thorough working knowledge of Quick Books or similar accountancy software.
- Thorough working knowledge of Microsoft Excel.
- Experience in using Dropbox or similar cloud-based storage.
- Excellent organisation and time management skills.
- High level attention to detail and accuracy.
- Ability to work as part of a team as well as individually demonstrating responsibility and self-initiative.

Woodmeadow Trust is committed to the promotion of equality and diversity in all aspects of its work.

How to Apply

Please apply with curriculum vitae setting out details of your qualifications and experience to date, along with details of two referees. Please ensure there are no unexplained gaps in your work experience. Your CV must be accompanied by a letter of application (no more than two sides of A4) setting out the qualities you feel you can bring to the job role and how you meet the requirements of the person specification.

Applications should be sent by e-mail to emma@woodmeadowtrust.org.uk.

Informal enquiries can be made to Emma Daniels on 07808 914020.

The closing date for applications is 5.00 pm, 11th April 2021.

Shortlisted candidates will be interviewed w/c 19th April 2021.

