



Wilder Somerset

2030

JOB DESCRIPTION:
Management Accountant



About Somerset Wildlife Trust

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our new strategy, '[Wilder Somerset 2030](#)' is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of the climate change. Research suggests that if 1 in 4 people in society take action then social tipping points can be achieved and widespread positive change can happen. This underpins one of our key strategic goals and Team Wilder is our delivery approach to inspiring and empowering others to help nature recover.

Our New Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

Our New Mission

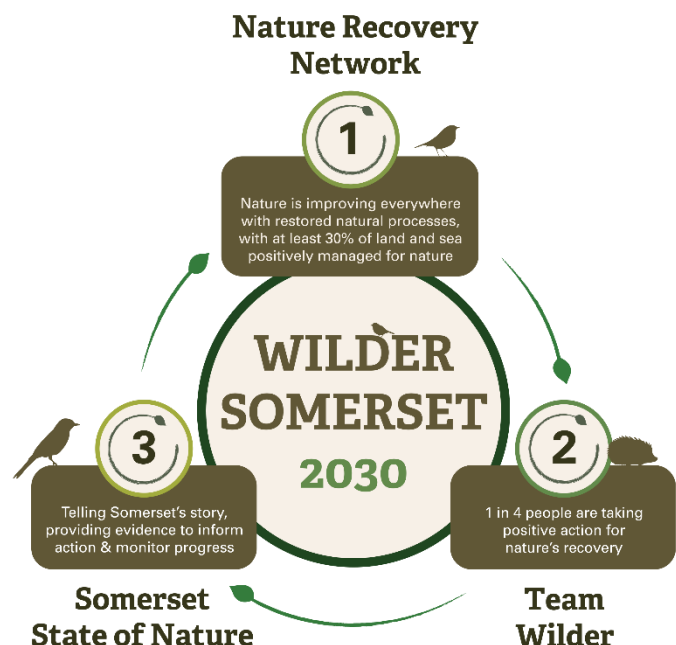
To champion the change needed to rebalance our relationship with wildlife and the natural world.

Our Goals for 2030:

To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.

For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature's recovery across Somerset.

By 2030 to tell the story of nature's recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.



Job Title	Management Accountant
Grade	Manager Level 3
Reports To	Head of Finance
Team	Finance
Responsible for	Accounting Assistant Accounting Assistant and Payroll Administrator
Job Purpose	<p>To ensure the smooth running of the Group's day-to-day finance function, preparation of monthly management accounts, preparation of statutory accounts and assisting with the preparation of budgets and forecasts.</p> <p>To maintain and provide clear, timely and accurate financial information to the Head of Finance, Senior Leadership Team, Finance and Resources Committee and Council as required.</p> <p>Line management and support for Accounting Assistant and Accounting Assistant and Payroll Administrator ensuring timely and accurate completion of tasks.</p> <p>Support the Head of Finance to deliver the overall objectives of the Finance function and long-term financial strategy.</p> <p>Deputise for the Head of Finance when required.</p>
Position	<p>Full time, 37.5 hours per week, Monday to Friday, 9am – 5pm with half an hour lunch break.</p> <p>The position may include occasional weekend and evening work with time off in lieu.</p>
Working Relationships	Internal: All staff, Trustees and volunteers
	External: SWT members, the general public, suppliers, funders, contacts from other Trusts, bank and auditors.

Job Description – Key Responsibilities and Tasks

To ensure the day-to-day smooth running of all aspects of the finance function for both the Trust and SWT (Sales) Ltd.

- Manage and oversee all aspects of day-to-day financial operations and all ledgers in a professional manner and in accordance with Trustee requirements, statutory requirements and best practice.
- Oversee credit control and ensure debtor balances are minimised.
- Ensure the accurate and timely preparation of the monthly management accounts and quarterly forecasts.
- Support the Head of Finance with the preparation of budgets, cash flow forecasts and financial reports to agreed timescales.
- Implement financial management systems and processes as agreed with the Head of Finance and recommend changes that will improve the organisation's financial processes and procedures.
- Preparation of the statutory accounts including all supporting schedules and manage the external audit.
- Maintain effective working relationships with SWT (Sales) Ltd, based on a clear service agreement and monitoring of performance against service standards.
- Oversee the payroll function and administration of the pension scheme, maintaining awareness of current payroll legislation and ensuring the implementation of changes as required.
- Oversee and manage a portfolio of projects and restricted funds and provide costings for new projects/funding applications.

- Advise Head of Finance on all day-to-day financial matters as well as maintaining an awareness of changes in legislation which may impact day-to-day financial operations and updating processes and procedures accordingly.
- Facilitate compliance inspections with financial, legal and statutory institutions including the Charity Commission, Companies House, ENTRUST and HMRC.
- Provide induction, support and advice to internal staff as well as community groups and volunteers on all financial matters.
- Responsible for the preparation of nominated Finance and Resources Committee meeting papers, including the presentation of them to the Committee.
- Contribute to the preparation of other Council/Finance and Resources Committee meeting papers.
- Collate and ensure the timely distribution of papers for Finance and Resources Committee, attendance at meetings and minute taking.
- Preparation of ad-hoc financial reports and analysis as required.

To provide management of the Finance Team, including the line management of Accounting Assistants to undertake their range of tasks.

- Manage workloads, priorities and training of the team, ensuring enough capacity and capability to deliver required services.
- To provide oversight, advice, support and mentoring, including the identification and delivery of training as required.
- To undertake staff appraisals in line with the Trust's people management framework and procedures.

General

- Key point of contact for all finance related queries.
- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults.
- To uphold the working values and expectations of the Somerset Wildlife Trust.
- To carry out duties relevant to your post as reasonable required by your line manager.
- For the organisation to work effectively you may be required to assist with other areas of work and therefore should be prepared to undertake duties appropriate to the post, as delegated by your line manager.



PERSON SPECIFICATION

To succeed in this role you will need to demonstrate:

	Essentials	Desirables
Qualifications	Part-qualified or newly qualified CIMA, ACCA or equivalent	
Experience/Knowledge	At least three years' experience of accounts preparation Charity accounting Payroll management	Charity VAT

	<p>Preparation of monthly management accounts and statutory accounts</p> <p>Sound knowledge of accounting principles and VAT</p> <p>Line management experience</p>	
Skills	<p>Strong IT skills and advanced Excel skills (Pivot tables, vlookup's etc.)</p> <p>Knowledge and experience of Sage Payroll</p> <p>Attention to detail and high level of accuracy</p> <p>Analytical and problem-solving skills</p> <p>Effective communicator with the ability to liaise and speak confidently to senior staff and Trustees</p> <p>Confidentiality</p> <p>Ability to work as part of a team</p> <p>Managing and supporting staff to develop the full range of skills and capabilities required in their role</p>	
Attributes	<p>Can do attitude, ability to work on own initiative and manage own and teams work programme with minimal support, and to set own work plans and priorities</p> <p>Enthusiastic, friendly and professional attitude.</p> <p>Calm under pressure</p>	<p>Ability to work flexible hours</p>



SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can make a contribution to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.

