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**Radnorshire Wildlife Trust**

**Job Description: Finance Manager**

**Job Title**: Finance Manager

**Responsible to**: Chief Executive Officer

**Key Relationship:** RWT Treasurer

**Job Purpose**: This role will manage the production and delivery of financial and management information. The manager will be integral to the production of the accounts/reports and will also hold a review responsibility for total revenue and costs.

The manager is expected to provide leadership to others in the finance department through clear communication of responsibilities, guidance when required, training and development where appropriate and proactive performance management.

**Office base**: Warwick House, the RWT office, Llandrindod Wells; with flexible working hours and blended home and office working.

**Hours**: 15 hours a week – with a core hours requirement

**Salary**: £25,958 – 27,959 annual salary + employers pension scheme.

We are also prepared to work with someone on a self-employed basis.

**Finance Manager Summary**

Our Charity has experienced a 150% growth in staff and turnover in the last 6 months. We are seeking an experienced and professional Finance Manager to join our team. This position will play a key role in the organisation’s funding strategy and long-term financial security. The Finance Manager will collaborate with the Chief Executive and Treasurer to analyse department finances and develop budgets that will ensure that RWT can successfully deliver its strategy and vision for a Radnorshire richer in wildlife where people are connected to nature. This position will initially run until March 2023, with the expectation that the right candidate will secure further hours and a permanent position.

**Finance Manager responsibilities**

Perform a variety of advanced financial analyses to determine the present and forecasted financial health of the company.

Use financial modelling to simulate financial scenarios.

Assisting the CEO and Treasurer in monitoring budgets and overseeing cash flow management.

Assisting the CEO in advising and training Trust staff and volunteers on financial procedures and standards

Provision of information to the CEO for grant applications, reports and administration.

Oversee and provide information to the accountant for preparation of accounts for annual audit.

Monthly payroll including pension contributions and all submission to HMRC

Manage the preparation and publication of departmental and organisation financial documents.

Collaborate with management on development and execution of funding strategies.

Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.

Develop or recommend solutions for problems or situations.

**Finance Manager skills and experience**

RWT are looking for an accountant with 3+ years post qualification experience, working in a similar environment with a proven track record in financial reporting/analysis; with knowledge of the legislation relating to company and charitable financial control.

You will have the experience to manage a team and the knowledge and the understanding to explain financial concepts to non-financial staff in a confident and professional manner.

You will be able to clearly demonstrate creative and critical thinking skills and be able to work on multiple projects simultaneously.

* Experience of QuickBooks online or other similar financial systems desired

**Holiday**: 20 days plus bank holidays annual allowance to be calculated pro rata.

**Contract period**: August 2021 to 31st March 2023, with the aim of making this a permanent position, assuming successful completion of a 6-month probation period.