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**JOB DESCRIPTION**

**Job Title:** Finance Administrator

**Salary:** £12,215 (30 hours per week Tuesday – Friday)

**Responsible to:** Director

**Staff Accountable to Post Holder**: n/a

**Charity Overview:**

Wild Futures is the UK charity with the holistic approach that combines an educational, environmental and sustainability remit dedicated to promoting the welfare, conservation and survival of our closest living relatives, the non-human primates; working to end the primate trade and abuse of primates in captivity, promoting the rehabilitation of captive primates and the preservation of those in the wild, whilst operating a sanctuary for primates in need of a long term home.

**Job Summary:**

The post holder will be based at The Monkey Sanctuary and will take the lead on administering the Charity’s accounting operations as well as providing financial and administrative support to the Director, colleagues and supporters. The finance administrator will also assist the Charity’s outsourced accounting service with reconciliations, account payable, account receivable and all queries to enable accurate financial reports to be completed.

**Accountabilities**

**Finance Management**

* Processing receipts (cash, cheques, donations, online and BACS)
* Processing payments (invoices, expenses, credit cards, petty cash, collection cans and online sales)
* Cashing up daily for the admissions desk and the Trading Arm (Gift Shop & Café)
* Responsible for the banking of cash and maintaining change floats
* Keeping accurate records of daily visitor numbers
* Liaising with the education and events teams around invoicing, receipts and payments for events
* Preparation and submission of Gift Aid claims according to HMRC guidelines.
* Maintaining and updating financial spreadsheets ensuring that all transactions are inputted promptly and accurately
* Recording legacy notifications and bequests
* Provision of any financial information or forecasts that may be needed
* Responsible for renewal of insurance and utilities
* Ensuring all new employees are registered on payroll and have provided mandatory documentation.
* Responsible for ordering stationery and departmental ordering when required
* Opening and distribution of post

**Additional job requirements**

* Provide cover for admissions desk and gift shop if required.
* Willingness to take responsibility for identifying own professional development needs.
* To comply with, and participate in, the development of Wild Futures policies, procedures and practices.
* Clean, current UK driving licence.

**Person Specification**

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| --- | --- | --- |
| **Skills** | **Essential / Desirable** | **Recruitment & Selection** |
| **Experience**   * Extensive, recent experience working with cash, income, bank payments and bank reconciliations * A relevant professional finance qualification, or qualified by experience * Planning and prioritising own workload to meet deadlines * Collating, inputting and checking numerical data and ensuring accurate records * Working as part of team, and promoting positive relationships | Essential  Essential  Essential  Essential  Essential | Application  Application  Application / Interview  Application / Interview  Application / Interview |
| **Skills, knowledge and abilities**   * Knowledge of Xero and Vend accounting software or similar * Knowledge of Gift Aid processing and submission * Experience of the charity sector and charity accounting * Administrative and IT skills, using a variety of software packages, such as Microsoft Word, Outlook, Excel * Knowledge of database applications for example Advantage fundraiser * Able to communicate financial information clearly and effectively to non-finance staff * Understanding and knowledge of Wild Futures ethos | Desirable  Desirable  Desirable  Essential  Desirable  Essential  Essential | Application  Application / Interview  Application / Interview  Application / Interview  Application  Application  Interview |

Please email a motivational letter and CV to:

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