



## Job Description

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### Transactional Accounting Manager

**Grade:** 9

**Directorate:** Support Services

**Location:** WWT Slimbridge

**Reporting to:** Head of Financial Accounting

**Main function of post:** Ensuring smooth and efficient Accounts Payable and Accounts Receivable operations with a focus on driving continuous improvement, accuracy and maintaining strong compliance.

**Supervisory responsibilities:** Line management of the Transactional Accounting Team

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### Responsibilities of the post

1. Lead, support, train and develop the Transactional Accounting Team to ensure that all work is performed accurately, on time and that a professional and efficient service is provided to WWT.
2. Develop an Accounts Receivable (AR) and Accounts Payable (AP) dashboard of KPIs.
3. Oversee the timely closure of the period end for both AP and AR ledgers.
4. Ensure all income and takings through tills are reconciled and posted to the accounts on a weekly basis.
5. Ensure admissions gift aid claims are prepared on a monthly basis ready for review and submission to HMRC.
6. Ensure balance sheet accounts are fully reconciled and reviewed on a monthly basis.
7. To partner with managers across WWT to understand and comply with finance procedures, helping with queries, their understanding of their financial transactions, ensuring that financial rules and procedures are followed and to provide training.

8. To assist with the production of year-end accounts and audit schedules to the required standard and timescales ensuring that all financial documentation is filed so that there is a clear audit trail and documents are easily retrievable.
9. To follow all relevant internal controls operating within the Finance Department.
10. Ensure that all financial documentation relating to the work above is filed in a timely manner so that there is a clear audit trail and documents are easily retrievable.
11. To provide leadership to all staff within the team, enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction, support and challenge are provided through professional line management in line with WWT's people frameworks.
12. To ensure the health, safety and wellbeing of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
13. To be responsible for ensuring that your team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** February 2026

**Amended:**

# Person Specification

## 1. Qualifications

**Essential:**

- AAT qualified or part qualified in a professional accounting qualification (ACA/CIMA/ACCA/CIPFA) or qualified by experience.

## 2. Experience

**Essential:**

- Significant experience in an accounting role, in particular, a comprehensive understanding of the 'purchase to pay' process
- Strong reconciliation and analytical skills
- Good knowledge of spreadsheets (Microsoft Excel).
- Good knowledge of finance software.
- Awareness of charity accounting.
- Previous line management experience.

**Desirable:**

- Experience of implementing new systems such as 'purchase to pay'.
- Experience in a similar accounting role within a medium-sized charity.

## 3. Managerial & Supervisory

**Essential:**

- Ability to allocate work and define priorities for staff, carry out appraisals and give constructive feedback at regular catch-ups.
- Ability to effectively train and coach staff, both within the Finance Team and across the wider organisation.
- Ability to help staff by solving complex technical problems, of an accounting and IT nature.

Type of staff	Number managed	Number supervised
Employed Staff	5	0
Volunteers / Casual Workers	0	0
Contractors	0	0

## 4. Responsibility

### **Essential:**

- Responsible for ensuring all financial processing is carried out professionally, accurately and in a timely manner.
- Responsible for providing a high degree of customer service to staff and volunteers across the ten WWT sites.
- Required to work in a highly organised manner with excellent attention to detail.

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£1000 authorisation limit
Cash Handling	£15,000 Safe
Assets (required for job, exc. buildings)	£1,000 (PC, F&F)
Visitors (per annum)	n/a

## 5. Creative Ability

### **Essential:**

- Although much of the work being overseen is routine, the aspects brought to the post holder's attention by the team will often vary greatly in nature and creative thought will be needed to problem solve complex accounting and systems issues.
- Ability to think creatively when problem solving with complex accounting and systems issues.
- Ability to think creatively to identify areas of improvement within finance processes and other relevant areas

## 6. Contact

### **Essential:**

- The candidate must have the confidence to:
  - enforce rules with more senior members of staff, whilst remaining pleasant, professional and helpful at all times.
  - to deal professionally with external agencies e.g. auditors, software support.
- Ability to work flexibly and co-operatively with other finance team members.
- The ability to provide informal training and explanations for finance and non-finance staff at all levels on basic, and more complex, financial transactions.

### **Desirable:**

- The ability to provide formal training presentations / workshops for non-finance staff at all levels on basic, and more complex, financial transactions.

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## General Notes

Whilst this post is based at WWT Slimbridge, some travel may be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres.