



Job Description

Financial Systems Project Manager

Directorate: Support Services

Location: WWT Slimbridge

Reporting to: Head of Finance

Grade: 9

Main function of post: Manage the upgrade of the financial systems project, working with WWT teams to ensure the system meets the financial needs of WWT and is delivered on time.

Supervisory responsibilities: None

Responsibilities of the post

1. Lead and support WWT teams in the financial systems upgrade project to deliver a suite of finance systems, including all stages expected in a project implementation including training, data migration, UAT, issue resolution and go-live.
2. Collate, manage and track project issues including working with the external supplier project manager, to seek resolutions.
3. Produce and manage the detailed WWT project plan, aligned with the supplier's project plan, with tasks allocated and timelines agreed with the Finance Team and WWT wider business colleagues.
4. Manage the training programme for the WWT Finance Team, liaising with the external supplier.
5. Produce and manage the detailed WWT UAT plan, with tasks allocated with timelines agreed with the Finance Team and business colleagues.
6. Manage the Finance Team UAT, including ensuring that UAT is full documented so that there is a clear audit trail and documents are easily retrievable.

7. Manage the communication on the project including progress and project actions for our colleagues across WWT.
8. Collaborate with colleagues across WWT to manage their UAT and organise their user training.
9. Produce detailed implementation plans and timelines working with the WWT finance and external suppliers, then manage those plans at the point of implementation.
10. Organise and manage, regular internal project meetings, to review the current project status, opening issues and escalate for support as required.
11. Manage and document, all project meetings with the suppliers, ensuring all actions and issues are recorded and escalated for support as required.
12. Manage post go-live issues to resolution and the project closure.
13. Ensure that all project 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.
14. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
15. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

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.

Date raised: May 2026

Person Specification

1. Qualifications

Essential:

- Project Management qualification or qualified by experience.

2. Experience

Essential:

- Significant experience in project management preferably in financial systems implementations
- Strong reconciliation and analytical skills
- Good knowledge of spreadsheets (Microsoft Excel).
- Good knowledge of finance software.

Desirable:

- Qualified or part qualified in a professional accounting qualification (ACA/CIMA/ACCA/CIPFA) or qualified by experience.
- Awareness of medium size charity financial processing, accounting and reporting.

3. Managerial & Supervisory

Essential:

- Ability to work collaboratively with the Finance Team and all WWT colleagues across the wider businesses
- Ability to help and guide the teams by solving system problems.

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

4. Responsibility

Essential:

- Responsible for ensuring all project management tasks are carried out professionally, accurately and in a timely manner.
- Responsible for providing a high degree of customer service to colleagues working on the project.

- Required to work in a highly organised manner with excellent attention to detail.
- Responsible for ensuring a high level of project documentation

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£Nil
Cash Handling	£Nil
Assets (required for job, exc. buildings)	£Nil
Visitors (per annum)	n/a

5. Creative Ability

Essential:

- Aspects of the role will require the post holder to think creatively to ensure the best methods to achieve the desired results including when working with colleagues across the business.
- Ability to think creatively when problem solving with complex systems issues.

6. Contact

Essential:

- The candidate must have the confidence to:
 - Work collaboratively with a wide range of colleagues across the business, requesting them to work to short deadlines, whilst remaining pleasant, professional and helpful at all times.
 - to deal professionally with external agencies e.g. system suppliers.
- Ability to work flexibly and co-operatively with other finance team members.

Desirable:

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

General Notes

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