

Finance Officer

Directorate: Support Services

Location: Slimbridge

Reporting to: Transactional Accounting Manager

Grade: 6

Main function of post: Facilitate the timely, accurate processing of AP/AR transactions and support the operational Finance Team while a new finance system is implemented.

Supervisory responsibilities: No direct line management.

Responsibilities of the post

1. Facilitate the timely, accurate processing of supplier's invoices and accurate recording of expenditure on the finance database and verify supplier payment details.
2. Matching invoices to purchase orders as required in line with the WWT policy
3. Review staff expense claims and credit card spend ensuring that they are claiming according to the WWT policy.
4. Assist with payment runs, prepayments and refunds required for the purchase ledger
5. Support the wider business effectively and respond to internal/external queries and escalate as required.
6. Ensure all activities comply with internal controls, financial regulations, and audit requirements
7. Facilitate timely, accurate production of sale invoices and accurate recording of invoiced income on the Finance database as well as setting up new customers as required.
8. Support both the month end for sales ledger and purchase ledger, ensuring that deadlines are met.

9. Support 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
10. Assist with the implementation of finance processes and systems as required
11. Follow all relevant internal controls operating within the Finance department.
12. 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.
13. 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.
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 Head of Finance, from time to time.

Date raised: July 2026

Person Specification

1. Qualifications

Essential:

- Part/fully qualified AAT or qualified by experience.

2. Experience

Essential:

- Significant experience of Purchase Ledger processes including direct liaison with suppliers and managers.
- Experience of Sales ledger processes.
- Experience working within a finance team.
- Good knowledge of spreadsheets (Microsoft Excel).
- Good written communication skills

Desirable:

- Experience of Financials (Finance system) and webexpenses
- Good understanding of VAT
- Awareness of charity accounting.
- Experience of balance sheet reconciliations and controls

3. Managerial & Supervisory

Essential:

- None

4. Responsibility

Essential:

- Meet deadlines (weekly and monthly) for processing invoices (both AP/AR)
- Ensure supplier payments are accurate and on time
- Ensure purchase/sales ledger is up to date, reviewed regularly and well maintained
- Able to work independently under general work instructions
- Required to work in a highly organised manner with excellent attention to detail.

Levels of responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£15,000 Safe
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	n/a

5. Creative Ability

Essential:

- Able 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. suppliers, customers.
- Ability to work flexibly and co-operatively with other finance team members.

General Notes

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