



## Job Description

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### Finance Business Partner

**Grade:** 9

**Directorate:** Support Services

**Location:** A WWT Wetland Centre

**Reporting to:** Head of Financial Business Partnering

**Main function of post:** To provide support to managers and budget holders across the organisation on all financial aspects of their projects and day-to-day work. Key for this role is to ensure that useful and timely information is provided to relevant managers enabling good decision-making.

**Supervisory responsibilities:** None.

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### Main duties of the post

1. To be a Finance Business Partner with a strong customer service focus, building effective and collaborative relationships with budget holders across the WWT group and provide support and information to enable good decision-making. This will involve regular meetings with managers across the organisation.
2. To partner with managers across WWT, helping with queries, improving their understanding of their management accounts, ensuring that financial rules and procedures are followed and to provide training.
3. Support the production of accurate, concise and easy to understand management accounts each month, including a monthly Finance Report for the senior management team and trustees, in line with agreed timescales and procedures.
4. Support the management of the charity's restricted fund accounts to ensure all funds are accurately accounted for and properly utilised in accordance with donor wishes and financial directives, which will involve:
  - a. Ensuring the VAT treatment of the project income & expenditure is correct and fully documented
  - b. Reviewing funding agreements for compliance requirements
  - c. Maintaining an up-to-date record of the charity's restricted funds

5. Support the compilation of accurate, detailed, annual budgets (revenue and capital, restricted and unrestricted) in line with agreed timescales. This work to include liaison with budget holders throughout the charity.
6. Support the development of reports, working with budget holders and managers as needed, for all WWT activities to support decision making at all levels of the organisation.
7. 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.
8. Support on the compilation of year-end analysis and audit schedules to the required standard and timescales.
9. Where required, support managers throughout the charity with the compilation of finance plans, business cases and external grant applications.
10. Follow all relevant internal controls operating within the Finance department.
11. 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.
12. 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.
13. 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.
14. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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:** June 2026

# Person Specification

## 1. Qualifications

### ***Essential:***

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

## 2. Experience

### ***Essential:***

- Producing or supporting the production of management accounts, budgets and forecasts.
- Understand broader organisational strategies and issues.
- Experience with interpretation of complex financial data.
- Strong technical skills, including spreadsheets (Microsoft Excel), finance software and report writing.
- Awareness of charity accounting.

### ***Desirable:***

- Experience of Open Accounts financial software, including the writing of new reports.
- Experience in a management accounting role within a medium-sized charity.

## 3. Managerial & Supervisory

### ***Essential:***

- Whilst this role has not direct reports, it does require the ability to effectively train and coach staff, 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              | 0              | 0                 |
| Volunteers / Casual Workers | 0              | 0                 |
| Contractors                 | 0              | 0                 |

## 4. Responsibility

### ***Essential:***

- Responsible for ensuring that the charity's restricted funds are accurately accounted for.
- Responsible for providing a high degree of customer service to staff and volunteers across organisations.
- 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) | £1,000 (PC, F&F) |
| Visitors (per annum)                      | n/a              |

## 5. Creative Ability

### ***Essential:***

- Ability to think creatively when problem solving with complex accounting and systems issues.
- Ability to undertake a broad range of tasks e.g. producing financial reports, meeting with budget holders.
- Ability to respond to the need for change e.g. new reporting requirements for restricted funds, editing report output.

## 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 meet with staff at all levels to business partner with them and influence if necessary.
  - to deal professionally with external agencies e.g. auditors, software support.
- The candidate must also have the ability to present a case and positively influence internal teams, often with complex messages to convey.
- The ability to provide informal training and explanations for finance and non-finance staff at all levels on basic, and more complex, financial subjects

### ***Desirable:***

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

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## General Notes

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