Job Description

Department: Finance
Job Title: Finance Officer
Reports to: Finance Manager
Hours: Full time (35 Hours per week)
Location: Jersey

Introduction to Durrell
Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1963, Durrell delivers its conservation mission through our three integrated core areas of operation:

- **Field Programmes**: conservation action where it is needed most
- **Conservation Knowledge**: training future conservation practitioners and monitoring and evaluating conservation science which underpins all Durrell activities
- **Jersey Zoo**: a centre of excellence in animal husbandry, research, training and education

With a track record of more than 60 years, Durrell leads some of the world’s longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.
Our values

<table>
<thead>
<tr>
<th>Purposeful</th>
<th>We are clear on why we do what we do, are <strong>connected as an organisation</strong>, we understand and <strong>demonstrate</strong> enabling / delivery, we are <strong>passionate</strong> about what we do and work <strong>tirelessly</strong> to achieve it.</th>
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</thead>
<tbody>
<tr>
<td>Accountable</td>
<td>We are <strong>accountable for our actions</strong>; we act with <strong>integrity</strong> and always have the <strong>best interests of the Trust</strong> at heart. We take it upon ourselves to update our <strong>knowledge</strong> and <strong>deliver excellence</strong>, and our <strong>ethics</strong> are of the utmost importance.</td>
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<tr>
<td>Supportive</td>
<td>We <strong>develop</strong> and <strong>encourage</strong> our staff, we work as a <strong>team</strong>, work well with other departments and <strong>trust</strong> and <strong>respect</strong> each other. We promote a <strong>learning culture</strong>, treat people <strong>fairly</strong>, encourage <strong>diversity</strong> in the workplace, and value the opinions and views of others.</td>
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Job Purpose

To assist the finance department in all aspects of the preparation of monthly, quarterly and annual financial reports including the maintenance of the Trust’s accounting records.

Principal Accountabilities

- To provide efficient and effective accounting support to the Finance Manager.
- Contribute to all aspects of the finance function, primarily Sales & Purchase Ledger reconciliations, postings and credit control. This also includes understanding of significant or unusual items, ensuring appropriate approval of the items, follow up with relevant departments and escalating anything unusual to the Finance Manager.
- Reconciliation of bank accounts, as well as daily banking and filing of financial documentation.
- Assist with preparation of monthly admissions, retail and catering analysis and other monthly Key Performance Indicators, as requested.
- Assist with and prepare analysis of data such as project expenditure, capital items, trends and fluctuations.
- Assist with key finance processes, such as invoice payments, GST Returns, staff expenses, credit cards, accounting for projects, and journal adjustments.
- Assist in developing and improving financial systems and processes.
- Assist the Finance Manager with the audit, including preparing audit schedules and dealing with queries from the auditors.
- Assist with ad hoc queries and requests from other departments.
Knowledge and skill

- The position requires someone who is willing to be flexible in their role and provide assistance to colleagues within the Finance Team and collaborate with other departments when appropriate.
- Good general education to 'A' level with Maths and English GCSE at C grade or above.
- A bookkeeping or accountancy qualification and/or bookkeeping experience in a dynamic, commercial environment would be an advantage.
- Good overall computer skills essential, experience of an accounting package (such as Microsoft Dynamics/Dynamics 365 Business Central) and knowledge of Office 365 applications would be an advantage.
- Excellent numeracy and communication skills.
- Organised and methodical approach to recordkeeping and reporting.
- Attention to detail and thoroughness, in particular regarding data entry.
- Ability to time efficiently prioritise and deal with changeable daily, weekly and monthly tasks.
- The ability to work as part of a team as well as independently is essential.

Behaviours

- A self-motivated and supportive team player who can work constructively with the Finance Manager to meet the objectives of the department.
- Ability to work well with team members and colleagues throughout the organisation.
- Takes responsibility for quality of work.
- Positive outlook and 'can do' attitude is vital.
- Demonstrates initiative and accountability in problem solving.
- Ability to remain calm under pressure and support others.
- Accepting of others strengths and weaknesses.
- Maintains a professional, polite, positive and respectful level of communication with colleagues.
- Respectful of the opinions of others and willingness to collaborate.
Verification

This job description may vary from time to time according to the needs of the Trust and should not be regarded as an inflexible specification.
I confirm that the contents of this job description are a true reflection of the job at today’s date

Signed:_________________________ Date:________________
Post holder

Signed:_________________________ Date:________________
Immediate Supervisor