

Job Description



**Scottish
Wildlife
Trust**

Title	Finance Assistant
Based	Harbourside House/Hybrid Working
Status	30 hours per week, Permanent
Dept/Region	Finance and Resources
Line Manager	Finance Manager

Our Mission

For over 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Purpose of the Role

To support the Finance Manager and the Director of Finance & Resources in the operation of the Trust's finance systems, and to undertake routine processes relating to sales, purchases, cash, expenses claims and project administration.

Main Objectives

1. Ensure smooth operation of all finance matters in compliance with Trust policies.
2. Demonstrate and champion effective internal financial control throughout the organisation.
3. Work with all staff across the organisation to ensure effective communications supporting sound financial management of income and expenditure.
4. Provide guidance and support staff across the organisation on finance procedures and systems.

Expenditure

5. Operate effective systems relating to purchase orders, invoices, and receipting, including:
 - matching approved invoices to purchase orders,
 - checking and processing invoices and expenses,
 - dealing with all purchase ledger enquiries,
 - reconciling supplier statements,
6. Manage payment runs and deal with ad hoc payment queries, including BACS and cheque payments.
7. Manage petty cash and reconciling it monthly.
8. Process credit card statements, ensuring backup documentation and authorisation.
9. Maintain effective systems for the following:
 - maintaining supplier records including bank details and address changes,
 - capturing consistent and relevant information when processing data,
 - ensuring VAT compliance in line with HMRC requirements.

Income

10. Operate effective systems relating to income and sales invoicing, including:
 - issuing sales invoices,
 - recording sales invoices in ledger,
 - dealing with sales ledger enquiries,
 - recording and banking income promptly,
11. Operate effective credit control procedures to support timely payment of invoices.

Other

12. Providing support with month-end and year-end accounts.
13. Providing support during the annual audit.
14. General filing and administration.
15. Provide of ad hoc financial information.
16. Other duties as required.

Key Internal & External Contacts

- All Scottish Wildlife Trust staff
- Bank/Credit Card Provider
- Suppliers & customers
- External IT support

Qualifications, Experience (essential/desirable)

Qualifications:

- HNC/HND in relevant subject is desirable

Experience:

- One year of relevant experience within a Finance role is essential

Key competencies	Essential	Desirable
Technology and knowledge (IT)	x Computerised accounting systems Working knowledge of Microsoft Word and Excel Basic accounting and financial control environment knowledge	
Organisation and planning (ability to organise and prioritise the workload)	x	
Communication (writing/spoken)	x Good standard of literacy and numeracy	
Problem Solving	x	
Judgement		x
Ability to work autonomously and independently when required	x	
Teamwork	x	
Commitment to organisational culture, values and vision		x

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Full Driving Licence			x
Protection of Vulnerable Groups membership			x
First Aid Certificate			x
Credit Check	x		

Author	Finance Manager (Natalia Chorazewska)	Date	10/03/2026
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Finance Team Structure

