

FINANCE OFFICER

Friends of Westonbirt Arboretum

Tetbury, Gloucestershire

Pro rata salary £14,760 - £18,044 per annum depending on experience (FTE £20,666 - £25,261 pa)

Permanent and part time – 25 hours per week to be worked over 4 or 5 days

Benefits – generous pension, 25 days' holiday plus Bank Holidays

The Friends of Westonbirt Arboretum has been providing vital support to Westonbirt, The National Arboretum for over 30 years. Our 30,000+ strong membership and donors have played a crucial role in our ability to provide financial and other support to the arboretum. Now at a key point in the organisation's development, the charity is looking to appoint a permanent Finance Officer to provide comprehensive support to the charity. Working closely with the Business Manager, the Finance Officer will ensure that the charity's critical deadlines are met and key finance tasks completed effectively and efficiently.

The Finance Officer has overall responsibility for accurately maintaining the financial records of the charity and providing accurate financial information. Attention to detail in managing the monthly routines in respect of income, payments and cash management is essential, as is the ability to issue internal management and regulatory reporting. Working within our small friendly team of nine staff, your contribution to the charity will be invaluable. We are, therefore, looking for a skilled individual with first class numeracy and bookkeeping skills as well as experience in operating Sage 50 accounts and Excel spreadsheets. You will need to be well organised with a systematic approach to your work to ensure deadlines are met. A good level of initiative and self-motivation is required and respect to the confidential nature of the role.

Application closing date – 5.00pm Wednesday, 21 February 2018

For more details, application instructions and the detailed job description, please visit our website www.fowa.org.uk

Mrs J Dalton – Business Manager 1 February 2018