

# Finance Officer

**25 hours per week, to be worked over 4 or 5 days**

**Grade 2 - £20,666 - £25,261 pro rata**

## **Permanent**

The Friends of Westonbirt Arboretum has been providing vital support to Westonbirt, The National Arboretum for over 30 years. Our 31,000+ 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're seeking a skilled individual with first class numeracy and bookkeeping skills as well as experience in operating Sage 50 accounts and Excel spreadsheets. You'll be well organised with a systematic approach to 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.

In return you'll receive a competitive salary, 25 days paid holiday (pro-rata), good pension options and a free joint annual membership to Westonbirt Arboretum.

**Does this sound like you? Apply now!**