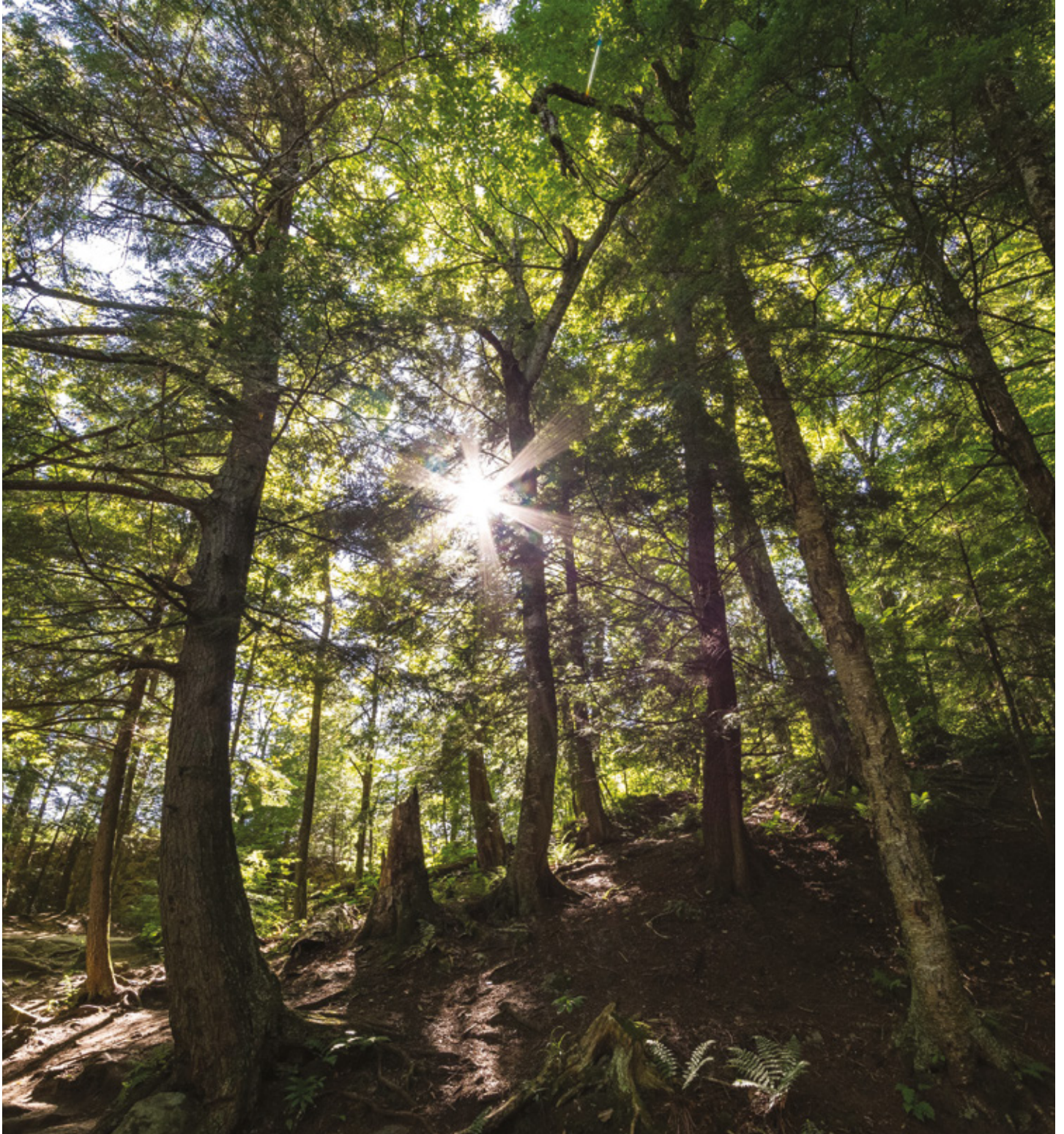




Job description

Contract Accountant



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Ogier Global (UK) Limited, 4th Floor, 3 St Helen's Place, London, EC3A 6A

Job purpose

To provide support to the Finance Director and assist in or provide oversight of key finance processes.

CONTRACT
ACCOUNTANT

DEPARTMENT
Finance

REPORTS TO
Finance Director

TERM
Fixed term (6 months)

HOURS
Full time (35 hours per week)

LOCATION
Jersey Zoo



Key responsibilities

- Prepare monthly management accounts and financial reports
 - Maintain accurate general ledger entries, including complex journal postings and intercompany adjustments
 - Perform multi-currency bank reconciliations across several accounts, resolving discrepancies and reconciling suspense items
 - Maintain and reconcile balance sheet accounts
 - Manage and record transactions related to investment portfolios
 - Process accruals, prepayments, and deferred income schedules
 - Prepare and submit GST/VAT and other similar reports
 - Prepare supporting documentation for audits and year-end accounts
 - Support budgeting and forecasting processes
 - Liaise with other departments in the organisation and stakeholders as needed
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Knowledge, skill and ability

- Qualified or part-qualified accountant (e.g., ACA, ACCA, CIMA)
- Proven experience in accounting or finance roles
- Experience in the not-for-profit sector an advantage
- Proficiency in accounting software (Business Central an advantage)
- Excellent knowledge of Microsoft Excel and financial modelling
- Strong analytical and problem-solving skills
- Attention to detail and high accuracy in work
- Strong communication and interpersonal skills
- Ability to work independently and meet deadlines



Behaviours and values

- A supportive team player who can work constructively and collaboratively to meet the objectives of the department
- High level of integrity and professionalism
- The tenacity to accept and tackle challenges with a positive attitude to ensure satisfactory solutions



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 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 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

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

