



## JOB DESCRIPTION

# FINANCE PROGRAMME OFFICER



**SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://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 Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

**PATRON** HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

# 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.



# 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. This role will have a specific focus on processing transactions and maintaining the financial records for conservation programmes based in the UK as well as overseas.

**FINANCE PROGRAMME  
OFFICER**  
**DEPARTMENT**  
Finance

**REPORTS TO**  
Finance Programme Manager

**CONTRACT**  
Permanent

**HOURS**  
Full time – 35 hours per week

**LOCATION**  
UK with requirement for travel to  
UK based sites and Jersey



# KEY RESPONSIBILITIES

- To provide efficient and effective accounting support to the Finance Manager and Finance Programme Manager.
- Contribute to all aspects of the finance function, including 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 (Core Operations) or Finance Programmes Manager (Conservation Programmes).
- Reconciliation of bank accounts, as well as daily banking and filing of financial documentation.
- Assist with preparation of monthly admissions, retail and catering analysis specific to any of our UK and overseas conservation sites and other monthly Key Performance Indicators, as requested.
- Assist with and preparation analysis of data such as project expenditure, capital items, trends and fluctuations.
- Assist with key finance processes, such as invoice payments, VAT Returns, Sales invoices, staff expenses, credit cards, accounting for projects, and journal adjustments.
- Reconciliation of restricted fund accounts and advances sent to conservation programmes.
- Assist with preparation and delivery of monthly and quarterly financial reporting including consolidation of overseas programmes, accruals, capital expenditure, cash flow and reserves forecasting.
- Assist in donor reporting and external grant queries.
- Assist in statutory and regulatory filings including with HMRC, Companies House and the Charities Commission.
- Assist in developing and improving financial systems and processes.
- Support both the internal and external audit, including grant specific audits.
- Assist with ad hoc queries and requests from other departments.
- Relocation to a specific site in the UK may be required at some point (but will be discussed in interview).

# KNOWLEDGE, SKILL AND ABILITY

- 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) is required and knowledge of Office 365 applications would be an advantage.
- Experience with Power Bi would be beneficial.
- 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 colleagues 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.
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# OUR LOCATION



**Durrell Wildlife Conservation Trust, Les Augres Manor,  
La Profonde Rue, Trinity, Jersey, JE3 5BP**