



Position: Wildscreen Finance and Operations Manager

Salary: £28-32,000 per annum, pro rata, dependent on experience

Location: Hybrid working (minimum 5 hours per week office-based), central Bristol (BS1 6QA)

Contract: Part-time, 15 hours per week, up to one-year, fixed term (flexible working possible)
Opportunity to increase hours in the future.

THE ROLE

We are looking for an efficient, pro-active and highly organised individual, to join our small, dynamic and ambitious team. This is a new role, where the Finance and Operations Manager will be responsible for the charity's day-to-day financial management and operations and will play a pivotal role in supporting the efficient running of our growing organisation. You will support the CEO and team to improve the charity's operational and financial effectiveness, helping to power the delivery of the hybrid Wildscreen Festival in October 2022 and the future growth of Wildscreen Outreach and Wildscreen Network.

We are currently a team of 3 x full-time and 2 x part-time staff, with a freelancer helping one day a week. In the lead up to the Wildscreen Festival 2022, we will bring on board a further full-time role, plus a few freelancers to help deliver the event.

Following a period of growth, we are currently seeking two finance roles, the Finance and Operations Manager to concentrate on day-to-day financial matters and administration tasks and a freelance Management Accountant, working less hours, concentrating more on strategic financial issues and the preparation of quarterly management accounts. We are looking initially to appoint the Finance and Operations Manager but if you feel that your skills might cover part of both roles, please do let us know in your application or get in touch at jobs@wildscreen.org to discuss the roles further.

About Wildscreen

Wildscreen envisions a world where natural world storytelling is inclusive, accessible and impactful and where nature is protected and thriving. Wildscreen connects people with nature through storytelling. We democratise the creation of and access to nature's stories.

We achieve our mission through an ecosystem of interventions:

[Wildscreen Festival](#)

Our world-leading international festival, celebrating and advancing natural world storytelling, takes place biennially and is supported by year-round outreach events, partnerships and activities.

[Wildscreen Network](#)

Our dynamic membership network at the heart of the wildlife storytelling industry, nurtures talent, supports professional development, facilitates networking and the evolution of a truly inclusive global community of natural world storytellers.

[Wildscreen Outreach](#)

Our outreach work provides free and affordable access to natural world stories, content, knowledge and education in local communities, empowering a diverse, new generation of natural world storytellers and conservationists.

MAIN DUTIES AND RESPONSIBILITIES

Bookkeeping and finance management

- Day to day bookkeeping and reporting using Xero to include sales ledger invoicing, credit control, purchase ledger processing and payments
- Reconciliation of bank accounts and online payment systems including PayPal, Stripe and Eventbrite
- As a bank signatory, make online payments of purchase invoices, expenses, payroll and move funds between accounts as required, in accordance with the dual authorisation policy
- Payroll processing using Xero including payments to staff, HMRC and pension provider
- Be the lead point of contact for HMRC and support external accountants with production and payment of quarterly VAT returns.
- Assisting the freelance management accountant with production of consolidated quarterly management accounts
- Assisting the CEO and project leads with the development of annual and project budgets, forecasts and financial plans, including reforecasts as required
- Assist in the production of financial information, budgets and reports for funders and funding bids, ensuring full cost recovery
- Assisting the Management Accountant with preparation of the year-end annual accounts in line with statutory requirements and assist the independent examiner or auditors in their review of the accounts
- Be the first and regular point of contact for all internal and external finance queries

Office Management and Administration

- Ensure compliance with Companies House and the Charity Commission, including the timely submission of Annual Returns
- Work with the CEO and Board to ensure the charity's policies and procedures are regularly reviewed and updated
- Keep Board of Trustees records up to date and production of minutes for quarterly board meetings
- Managing HR systems including keeping personnel files up to date and managing leave and absence records
- Ensure compliance with insurance and health and safety requirements
- Oversee the management of core expenditure items including insurance and consumables
- To review and improve organisational and administration systems (Xero, Salesforce, Dropbox, Last Pass, Outlook, Google, Adobe, Zoom, Form Assembly, Eventbrite) across the organisation to ensure maximum efficiency and cost effectiveness. Freelance external IT Support is in place to support on IT platforms and issues.
- Responsibility for office tidiness and cleanliness, including management of contracted cleaning company and responsibility for covid protocols
- Manage offsite storage unit
- Review employee benefits such as the employee assistance programme
- Control of office equipment and stock for office and homeworking
- Assist colleagues with recruitment and induction of new members of staff, freelancers and volunteers to the charity.

SKILLS SPECIFICATION

Essential skills and experience:

- At least three years' experience of bookkeeping and financial management
- Qualified or part qualified accountant (AAT, ACA or equivalent)
- Excellent knowledge of Xero
- Strong skills in IT and Microsoft Office programmes (Excel, Word)
- Strong numeracy skills and experience of handling large amounts of information and using databases (Excel) to record and report information and statistics

Desirable:

- Experience of sole management of finance systems
- Experience of running payroll
- Experience of acting as secretary to a board and preparing minutes
- Knowledge of systems such as CRM (Salesforce), event payment platforms (Eventbrite) Dropbox.
- Experience of working in a small charity and/or a charity with trading subsidiaries

The successful candidate will also have:

- The ability to keep track of high volumes of information and correspondence and continually prioritise in a demanding and busy environment.
 - High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice.
 - An enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem-solving.
 - Excellent personal, written and verbal communication skills, including the ability to communicate and build relationships with a wide range of internal and external contacts at all levels.
 - Pride in accuracy and attention to detail.
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DIVERSITY AND INCLUSION

Wildscreen is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity. If you would like any additional support or alternative arrangements during our application process which would make you more comfortable, please do get in touch at jobs@wildscreen.org

HOW TO APPLY

Please submit a cover letter and CV, setting out your reasons for applying for this post. Please do not include identifiable details such as your name, email or home address on your CV or Cover Letter as applications will be reviewed anonymously.

Applications should be emailed to jobs@wildscreen.org.

Deadline for applications: 6 January 2022

Interviews to be held on: 14 January 2022

****No agencies, please****
