

Position:	Bookkeeper and Administrator
Location:	Hybrid working. Minimum 1 day every fortnight office-based in our central Bristol office
Salary:	£27,000-32,000 per annum (pro-rated for part-time hours), dependent on experience. Freelance role considered.
Contract:	Part-time, 15 hours per week. Flexible working possible (over 2-5 days per week). 1-year fixed term.

THE ROLE

We are looking for an efficient, pro-active and highly organised individual, to join our small, dynamic and ambitious environmental charity. You will be responsible for the day-to-day finances of the organisation, supporting both our growing charity and our two trading arms. Additional duties include administration support to help the day to day running of the office (this does not involve people management).

We are currently a team of 10 x full-time equivalent staff and will be expanding the team by a further 2-3 roles over the coming months as we head into Wildscreen Festival 2024 delivery. This is a great opportunity to develop your skills and grow your role as part of a small environmental charity.

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 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

- Maintain accurate and up to date financial records using Xero for the charity and our two trading subsidiaries
- Processing of sales and purchase invoices in Xero

- Bank reconciliations for bank accounts, credit cards and online payment systems including PayPal, Stripe and Wise
- Prepare weekly payment runs
- 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
- Administration of company payroll and submission to external Payroll Provider
- Preparing and submitting quarterly VAT return for the group via Xero
- Preparing Gift Aid submissions
- Preparing the annual, project and interim budget and cashflow forecasts
- Assisting with preparation of year-end annual accounts in line with statutory requirements for the Independent Examination
- Assist in the production of financial information, budgets and reports for funders and funding bids, ensuring full cost recovery
- First point of contact for all internal and external finance queries
- Liaison with landlord and management of contracted cleaning company
- Maintaining HR records including leave and absence records (Timetastic)
- Assisting with the negotiation and securing of necessary insurance for the charity
- Ensure compliance with insurance and health and safety requirements
- Keep Board of Trustees records up to date and production of minutes for quarterly Board meetings
- Liaise with Company Secretary to ensure compliance with Companies House and Charity Commission

SKILLS SPECIFICATION

Essential skills and experience:

- At least three years' experience of bookkeeping and financial management
- 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
- Familiarity with the VAT rules
- Knowledge of basic accounting principles

Desirable:

- Bookkeeping qualification (for example AAT or equivalent)
- Experience of sole management of finance systems
- Knowledge of systems such as payment processors (Stripe, PayPal) and cloud file storage (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.
- Good personal, written and verbal communication skills
- Pride in accuracy and attention to detail.

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 with us at jobs@wildscreen.org

HOW TO APPLY

Please submit a CV and covering statement (max 1 page) outlining your reasons for applying for the role. Please do not include identifiable details such as your name or email on your CV as applications will be reviewed anonymously.

Two referees' names should be included but references will only be taken up in the event of you being shortlisted for the post, and only with your permission.

Applications should be emailed to jobs@wildscreen.org.

NB: In order to fulfil this role you should be resident in the UK with a valid right to work; we are unable to sponsor people requiring a work visa.

Deadline for applications: 6pm GMT, Thursday 12 February 2024

*No recruitment agencies, please. *
