

# Job Description

**Job title:** Finance Manager

**Contract and salary:** Permanent, full time (35 hours per week) £48,000 - £50,000 depending on experience. Part time considered at 0.8FTE.

**Working base:** The headquarters of The Wildlife Trust of South and West Wales (WTSWW) is in Bridgend with scope to also work from home.

**Team:** Senior Management Team

**Responsible to:** Chief Executive Officer

**Responsible for:** Finance team, currently one Senior Finance Officer.

## Background

The Wildlife Trust of South & West Wales is a charity dedicated to protecting the region's most precious wild places for people and wildlife. We work on our reserves and beyond to rebuild biodiversity across the region. We work to empower individuals and communities to take action for the natural world. We campaign for better protection of our environment both locally and nationally. We have over 9000 members, 500 volunteers and manage over 2000 hectares of land on over 100 nature reserves, including Skomer and Skokholm Island.

We are one of 46 Wildlife Trusts spanning the UK. Each Wildlife Trust is an independent charity meaning we can respond to local needs and opportunities quickly, but we can also use the leverage of our other Wildlife Trust partners throughout the UK when strength in numbers is needed.

Our Senior Management Team encompasses Conservation Managers, Membership, Fundraising, Communications, Governance and Finance and we work together to ensure smooth operational management of the Trust and to achieve our mission of rebuilding biodiversity and connecting people with nature in line with our strategy. Our current strategy is available to read here: [Our Wilder Strategy | The Wildlife Trust of South and West Wales](#)

Information about our governance, and our most recent audited accounts can be found here: [Trustees and Staff working together to protect wildlife | The Wildlife Trust of South and West Wales](#)

## Overall purpose of job

We're looking for an experienced Financial Manager to lead our finance function covering the charity and trading subsidiary. The role is accountable to the CEO and the Finance Committee for all aspects of the organisation's finances, for ensuring that all income and expenditure are managed and monitored systematically, prudently and legally. We have a variety of income sources including charity fundraising, a trading arm, landing fees (for Skomer Island), membership subscriptions, investment income, legacies and multiple grants of varying sizes. We are currently in a healthy position with our finances and have clean audits every year.

You will join the Senior Management Team alongside the CEO, Executive Officer, Membership Development Manager and Conservation leads, working together to ensure strong and coordinated operational management across the organisation. The Senior team cover various roles between them and for the finance team this includes managing our IT contract and pool vehicles.

## Main responsibilities

- Manage the finance function for the Charity and Trading arm including VAT returns.
- Compile an annual budget and report quarterly on spend against budget.
- Prepare for and manage the audit process and assist with the preparation of the Annual Report.
- Manage and process payroll and the auto-enrolment pension ensuring HMRC compliance.
- Advise the CEO, Finance Committee and Trustees on the most effective use and management of Trust funds including restricted and designated funds.
- Provide financial analysis of the Trust's various operations to help improve performance.
- Advising staff on financial matters including grant budgets, full cost recovery and VAT.
- Manage the cash flow to facilitate the delivery of multiple grants.
- Management of investment funds.
- Reconciliation of grant funding.
- Review the accounts of our local support groups each year.
- Keep up to date with relevant training e.g. ICAEW.
- Working confidently with finance systems (including Sage, Fareharbour and CRM) and improving processes where necessary.
- Working with other teams including membership to ensure a good flow of information and to help with other income streams e.g. Gift Aid.
- Line-managing and supporting the Finance Team.

If you are an experienced finance manager and want your work to directly support conservation impact – we'd love to hear from you.

# Person Specification

## Skills and experience essential criteria

- A qualified accountant with at least 5 years experience.
- Familiarity with Sage accounting software.
- CCAB, ACCA, FCA or CIMA qualified with knowledge of Charity SORP, grant funding and VAT including partial exemption.

## Desirable:

- Experience of working within the not-for-profit sector.
- Experience in a multi-entity environment (e.g. charity + trading subsidiary).

## Personal qualities

- The desire to work as part of a team with non-finance staff as well as being able to liaise with external bodies.
- Highly organised, with the ability to prioritise and meet deadlines.
- Accuracy and attention to detail.
- Confidence in picking up and working with related software systems e.g. CRM.
- The ability to advise on financial matters.
- An empathy with The Wildlife Trust movement.

## Further details

**Working hours:** Our working week is 35 hours, and we operate a flexible/TOIL working system because some evening/weekend work is required on occasion. It also allows you to work flexibly to cover personal commitments/responsibilities

**Duration of post:** This post is permanent and subject to a 6 month probationary period in order to assess suitability for the role.

**Holidays:** 25 days plus bank holidays plus additional holiday over Christmas/New year (5 additional days). Holidays of up to 3 weeks at a time can be arranged with sufficient prior notification.

**Pension:** The Trust operates an auto-enrolment compliant pension scheme with a 6% employer contribution from People's Pension. Details are set out in the staff handbook.

**Working location:** The post holder will normally be based at WTSWW's Head Office in Tondu, Bridgend, with the option to also work from home. We expect at least one day a week to be spent in the office.

**Travelling expenses:** 40p per mile. Shared pool cars available if booked.

**Volunteering:** We give our staff the opportunity to use two workdays a year to volunteer for other teams within our Wildlife Trust or for another organisation.

# Key dates

**Application closing date:** Thursday **16<sup>th</sup> April** at 10am

**Interview date:** Wednesday **29<sup>th</sup> April 2026** at Head Office in Bridgend (The Nature Centre, Parc Slip, Fountain Road, Tondy, Bridgend, CF32 0EH).

If you haven't received any communication from us by Monday **20<sup>th</sup> April 2026** your application has been unsuccessful on this occasion.

Because of the nature of this position, for the successful candidate we will carry out a Basic DBS check and Digital ID check at the same time as following up on references.

## Equal opportunities

We are committed to equality, diversity and inclusivity. We are particularly keen to increase the diversity of our staff, volunteers and supporters. We welcome applications from people from groups which are underrepresented in the conservation sector, particularly people from minority ethnic groups, people with disabilities and people from low-socioeconomic backgrounds. Even if you do not feel you meet all the criteria, please do submit an application. We can provide training and support to the right candidate.

As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please let us know if you require any reasonable adjustments at any stage of the application or interview process.