



Cumbria
Wildlife Trust

Job Description

Job Title: Get Cumbria Buzzing Administration and Finance Officer

Weekly Hours: 14

Based At: Gosling Sike, Houghton, Carlisle

Reports To: Get Cumbria Buzzing Project Manager

Job Purpose:

The Cumbria Local Nature Partnership was awarded a second round pass by Heritage Lottery Fund (HLF) for Get Cumbria Buzzing in March. Cumbria Wildlife Trust was offered a grant by Highways England in January to deliver a programme of pollinator friendly grassland restoration and creation on its soft estate along the A595 and A66 as far as Penrith.

To assist the Get Cumbria Buzzing Project Manager in the financial management and administration of the project.

Special Features of the Role:

Focusing on the west and north Cumbrian coasts the Administration and Finance Officer will be responsible for the smooth running of the day to day administration of the project. This will include working closely with other project staff to ensure the sound financial management of the project and reporting to funders.

Main Responsibilities and Accountabilities:

- Grants: Compile grant claims to major funders on a quarterly basis.
- Financial Expenditure: Ensure that all authorised payments due to suppliers, staff and volunteers are made in accordance with agreed terms and entered in the accounting system in a timely and accurate manner. Administer the purchase order system.
- Budget: Reconcile the project budget on a monthly basis and ensure that invoices are allocated to the correct project budget heading. Provide the Project Manager with a monthly finance report.
- Procurement: Ensure that procurement of goods and services complies with Cumbria Wildlife Trust and funder requirements.
- Petty cash: Administer reimbursement of sundry small expenses and replenish the float as necessary.
- Filing: Ensure documents are promptly and accurately filed.
- Events: take bookings for project events
- Website: Ensure that the project web page is kept up to date
- Events: Assist with planning and delivery of project events.
- Enquiries: Answer general email and telephone enquiries relating to the project.
- Mail: process mail relating to the project

Key relationships

- Get Cumbria Buzzing Project Manager.

- Get Cumbria Buzzing Project Officer (Community Engagement).
- Cumbria Wildlife Trust's Senior Finance Officer.
- Heritage Lottery Fund, Highways England and other funders.
- Contractors and consultants.
- The Project Steering Group which will meet quarterly.
- The Project Management Group which will meet monthly and support delivery of the project.

Supporting the Trust

- Be proactive in increasing the Trust's membership.
- Raise the profile of Cumbria Wildlife Trust.
- Seek to raise increased funds for the Trust.
- Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks.
- Any additional duties as outlined in the Trust's Annual Work Plan.
- Any other duties that may reasonably arise from time to time.
- All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

Date: May 2019

We would like to say a massive 'thank you' to our funders:

The National Lottery Heritage Fund, Highways England, Allerdale Borough Council, Solway AONB, Cumbria Waste Management Environment Trust, and Cumbria Local Nature Partnership.

Administered by Cumbria Community Foundation, additional funders include Robin Rigg West Cumbria Fund, Fairfield Wind Farm Community Benefit Fund, Winscales Moor Community Benefit Fund, and United Utilities Legacy Fund,

**Developed by Cumbria Local Nature Partnership, and delivered by Cumbria Wildlife Trust, Get Cumbria Buzzing is a partnership project that includes the following organisations:
Open configuration options**

