

# Job Description



**Cumbria**  
Wildlife Trust

**Job Title:** Assistant Accountant

**Weekly Hours:** 35

**Based At:** Plumgarths

**Reports To:** Finance Manager

## **Job Purpose:**

To assist the Finance Manager with all aspects of the Trust's financial and management accounting systems and processes.

## **Special Features of the Role:**

Preparation of management information. Supporting the Finance and HR Assistant to ensure all financial transactions are processed in a timely and accurate manner.

## **Main Responsibilities and Accountabilities:**

- Assist with the preparation of quarterly management accounts and other management information
- Provide information to Trust staff in connection with grant applications and claims
- Prepare the monthly payroll
- Process journals on XLedger
- Administration of customer and supplier accounts
- Creation of payment runs for review and approval
- Administration of the purchase order system
- Reconciliation of balance sheet accounts including weekly bank reconciliations
- Assist with improvements to the use of accounting software and related systems
- Provide backup and support to the Finance and HR Assistant in order to ensure that all income and expenditure transactions are processed on XLedger in a timely and accurate manner

## **Supporting the Trust**

- Be proactive in increasing the Trust's membership and income
- Raise the profile of Cumbria Wildlife Trust
- 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: November 2021**