

# Person Specification

## Post Title: Assistant Accountant



**Cumbria**  
Wildlife Trust

### 1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent relevant experience in the following areas:

		Essential	Desirable
1.	5 GCSE's including English & Maths at grade C / grade 4 or above, or equivalent qualifications	•	
2.	Qualifications at a higher level whether academic or vocational	•	
3.	Preparation of draft management accounts	•	
4.	Working in an administrative role in a busy environment	•	
5.	Reconciliation of balance sheet control accounts	•	
6.	Administration of sales, purchase and general ledgers	•	
7.	Payroll processing		•
8.	Charity accounts		•

### 2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Ability to work with minimal supervision	•	
2.	Meticulous attention to detail and accuracy	•	
3.	Very good numeracy/literacy skills	•	
4.	Ability to multi-task	•	
5.	Intuitive grasp of accounting systems	•	
6.	Highly competent with Microsoft Excel	•	
7.	Good telephone and inter-personal manner	•	
8.	Good understanding of VAT legislation		•
9.	Problem-solving skills		•

### 3 Personal Qualities

The post holder will:

		Essential	Desirable
1.	Enjoy providing excellent service internally and externally to the organisation	•	
2.	Exhibit excellent honesty, integrity and confidentiality	•	
3.	Co-operate well as part of a team	•	
4.	Have a flexible approach, able to respond to changing demands	•	
5.	Be willing to undertake basic tasks	•	
6.	Be committed to wildlife conservation		•

## Terms and Conditions

1. Salary: £28,651, plus pension contribution of 9% (Year 1 - Grade 6.1) based on a 35 hour week.
2. Duration of post: Permanent. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 35 hours. Monday to Friday, ensuring that all five working days are covered. Out of hours work will not usually be required. The Trust operates a Flexi-time policy.
4. Holidays: 28 days per annum, including public holidays. After one year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of five extra days.

The Trust has a Christmas close down and additional ex gratia holiday entitlement is given to employees to cover the period between Christmas and New Year.

5. Place of work: Cumbria Wildlife Trust offices at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
6. Flexible working: Cumbria Wildlife Trust adopts flexible working practices. Some of the duties of this post may be capable of being performed remotely by mutual agreement.
7. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX or by email to [admin@cumbriawildlifetrust.org.uk](mailto:admin@cumbriawildlifetrust.org.uk).
8. Only short-listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
9. Closing date for applications is **9am on Monday 6 December 2021**.
10. Interviews will take place **w/c 13 December 2021**.
11. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  
  
The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:  
[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).
12. Any further enquiries should be directed to Ashley Forrester-Day, Finance Manager, Cumbria Wildlife Trust at the above address or telephone 01539 816300.