



The Wildlife Trust for
**Lancashire
Manchester &
North Merseyside**



Recruitment Pack 2025

About Us

We're one of 47 Wildlife Trusts spread across the UK, the Isle of Man and Alderney.

The Wildlife Trust for Lancashire, Manchester and North Merseyside (LWT) was founded in 1962 by people who knew they needed to take action for nature.

Since then we have grown to be the largest nature conservation body in the area. We are uniquely positioned to lead change in our region, working at a grass roots, local level, whilst also being part of a strong cohesive national movement.

We work to protect wild spaces, and re-introduce key species and habitats, protecting the biodiversity of our area so that nature can recover.

We work in partnership with other organisations, community groups, landowners and key decision-makers to inspire them to work with and for nature.

At LWT we believe that:

- Wildlife has intrinsic value, bringing colour, beauty and wonder to all our lives.
- The natural environment is under immense and growing threat, where we live and across the World.
- We are part of the natural world, and wildlife is relevant to every part of our lives; everything we do has an impact on it, and the natural environment affects our health, our wealth and our state of mind.
- Everyone can make a positive contribution to wildlife and can benefit from it.

Our mission is to:

- Enable wildlife's recovery in our area by working in partnership with others to conserve, restore, create and connect habitats and to increase species abundance; and
- Connect people with nature and help them to take action for wildlife, wherever they are.

Our vision

is that nature is recovering on a grand scale across Lancashire, Manchester and North Merseyside, and in our sea, and that everyone is able to enjoy our increasingly abundant wildlife.

Strategic Goals & Ambition by 2030

1. Nature is in recovery with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive

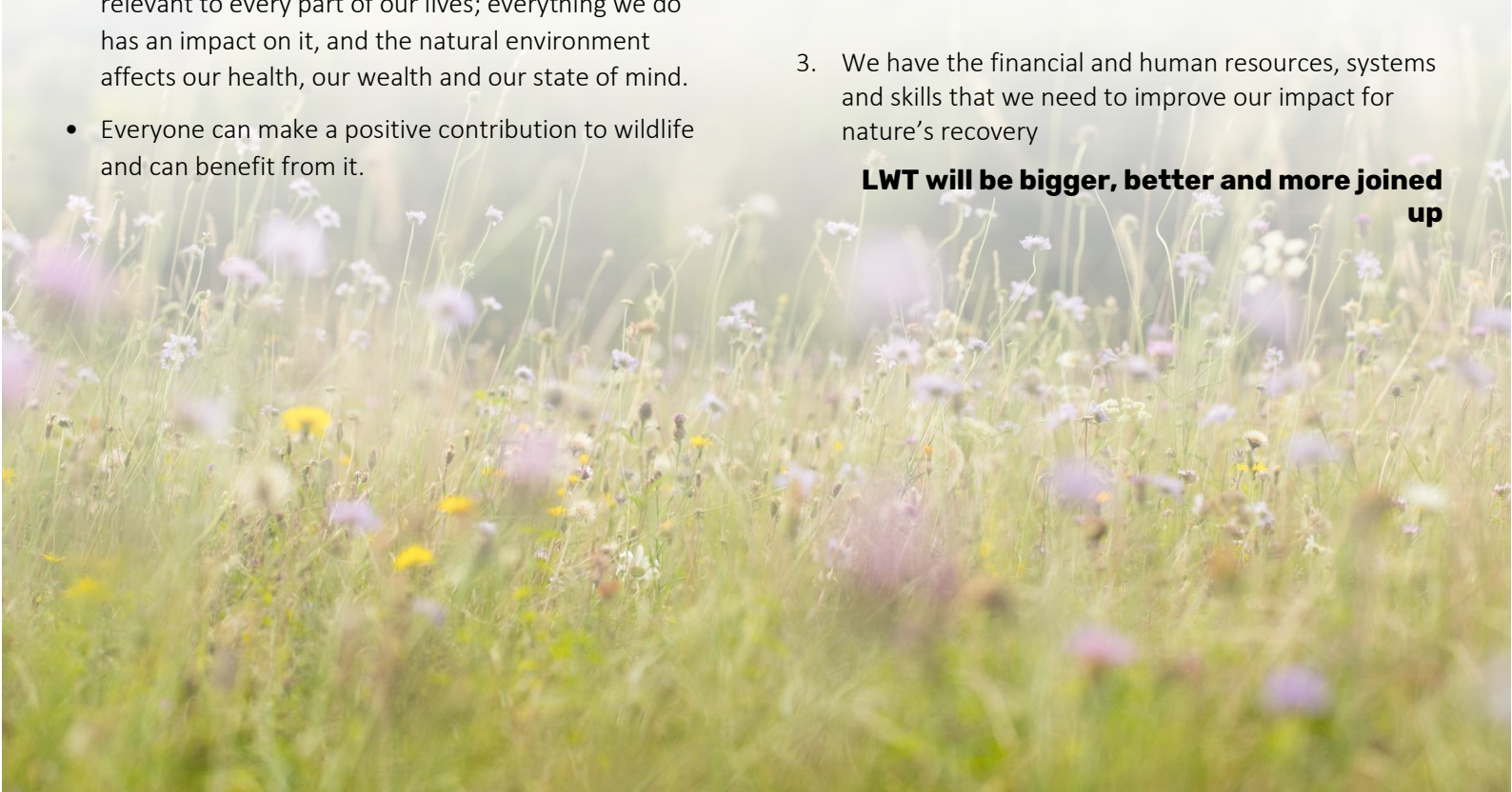
30% of land and sea is in recovery

2. People are better connected to nature in their lives and more are taking purposeful action for wildlife

1 in 4 people are taking action for nature

3. We have the financial and human resources, systems and skills that we need to improve our impact for nature's recovery

LWT will be bigger, better and more joined up

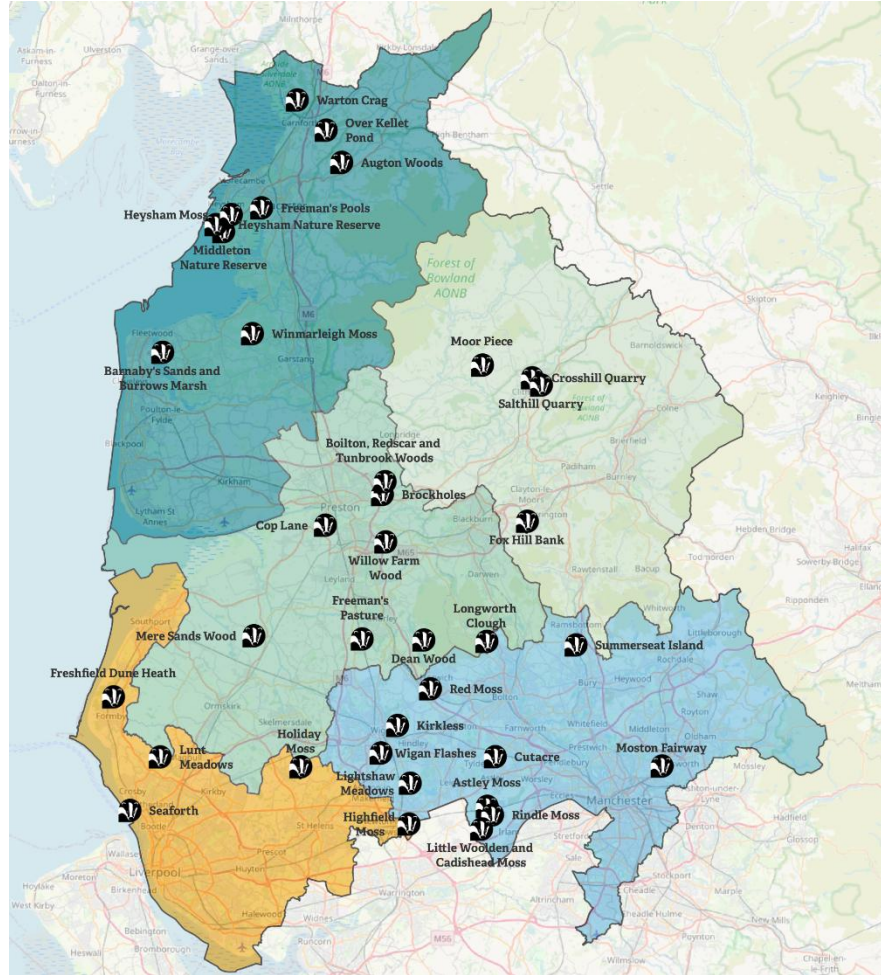


Our Reserves

We have saved many special places, acquiring and managing many of them as nature reserves—we look after 50 sites (including 42 of our own nature reserves), and a total of around 1,300 hectares of habitat, creating a network where people and wildlife can thrive, on your doorstep.

We believe that limited mobility shouldn't mean missing out on wildlife. Many of our reserves have accessible paths and boardwalks, disabled facilities and accessible bird hides, so you can fully immerse yourself in the great outdoors and discover the wonderful wildlife that lives on your doorstep.

We also have 6 offices based across Greater Manchester, North Merseyside, West Lancashire, East Lancashire and North Lancashire. Our Head Office is based on the outskirts of Preston.



Our Wildlife - OUR DOORSTEP-



We are working across the region to make a difference to our local wildlife, for everyone to enjoy

Red squirrel by Mark Hamblin

Our Impact

Our education team and project officers engage **more than 20,000 children** in wildlife-related activities

On average **every 10 miles** you travel in the region means you will pass a Wildlife Trust project

More than **28,000 members** support the Wildlife Trust in the region and 800,000 across the UK

More than **5,000 people** a year take part in walks and other events on our reserves

We have over **1,200 dedicated volunteers** supporting us on a regular basis, with their time, skills and experience - adding to the 750,000 volunteering across the UK

Our reserves cover more than **1,300 hectares** across the region

We own or manage **42 nature reserves** in the region

Our Work

The Trust works across Lancashire, Manchester and North Merseyside to create a strong network where nature can thrive and people can benefit.

Our core conservation work includes land management, advocacy for the natural world with key decision-makers, species re-introduction, protecting threatened species, restoring threatened peatlands and collecting essential scientific data. We do this on land and at sea to secure a brighter future for both wildlife and wild places across our region.

Wildlife has a magical power to connect people from all walks of life and give local communities a sense of ownership. We are dedicated to opening up the natural world to absolutely everyone, improving peoples' health and wellbeing and helping locals forge new connections through a number of fantastic community projects. We work all over our area with schools, colleges and community groups, running inspiring sessions covering everything from Forest School and orienteering to Wild Family and Nature Tots sessions. We also work in schools, delivering environmental education and helping improve school grounds. Our education team are leaders within the Wildlife Trust movement.

We are also leaders in delivering natural wellbeing. We believe that wildlife and nature have the power to instil confidence, heal the mind and help people meet their potential, which is why we champion a number of ecotherapy-based projects for both children and adults and the positive impacts to date have been phenomenal.

Find out more at www.lancswt.org.uk/our-work/our-projects



Strategic Plan

We will continue to work across Lancashire, Manchester and North Merseyside to deliver positive benefits for both people and wildlife. Our plan builds on the Trusts past successes and recognises how we need to evolve to meet the challenges ahead and remain a relevant, effective organisation.

In all we do to achieve our strategic goals, we strive to:

Champion wildlife rich landscapes

We will use our 50 years of expertise to lead the way for nature conservation locally and work within The Wildlife Trusts movement to make a national impact. We will base our plans on sound knowledge and evidence.

Defend wildlife and wild places

We will stand up for the environment and protect wild spaces, enhancing them for both people and wildlife. We will encourage biodiversity, and work with land owners and other organisations in partnership, to create a network of habitats across our region where people and wildlife can thrive.

Inspire people to take action for their local wildlife

We will inspire people to enjoy and protect the wildlife and wild spaces on their doorstep. We will help people learn how to live more sustainably, and demonstrate the benefits of nature to their health and wellbeing. We will engage people of all ages, from all communities to take action for wildlife and we will foster the environmental leaders of the future.

Base our work on sound **evidence**

We will use evidence from sound science and research to further ecological understanding and demonstrate the needs, benefits and outcomes of nature conservation. We will use this evidence to focus our efforts on the areas most in need of protecting and champion those species that need a helping hand.

Our Future

- OUR WILDLIFE-

We can't make a difference if we do nothing. Now is the time to stand together for nature and take action for our local wildlife.



Our Culture

We are committed to protecting wildlife, restoring biodiversity and connecting people with the natural world in Lancashire, Manchester and North Merseyside. This commitment brings tenacity in dealing with challenges and huge personal satisfaction from successful projects.

We encourage a creative atmosphere where new ideas can flourish. People who thrive in our organisation enjoy a role where they take on a high level of personal responsibility for achieving outstanding results whilst building strong relationships both internally and externally.

We promote a culture where our staff, trustees and volunteers are Wild About Inclusion, where difference is celebrated, everyone can be themselves, feel respected and able to contribute to their full potential.

What does an LWT team member look like?

Integrity

- Acting in the best interest of the Trust and honouring our scientific foundations in all our activities. An honest and respectful approach to the core objectives of the charity, and the wishes of our members and funders.

Team Player

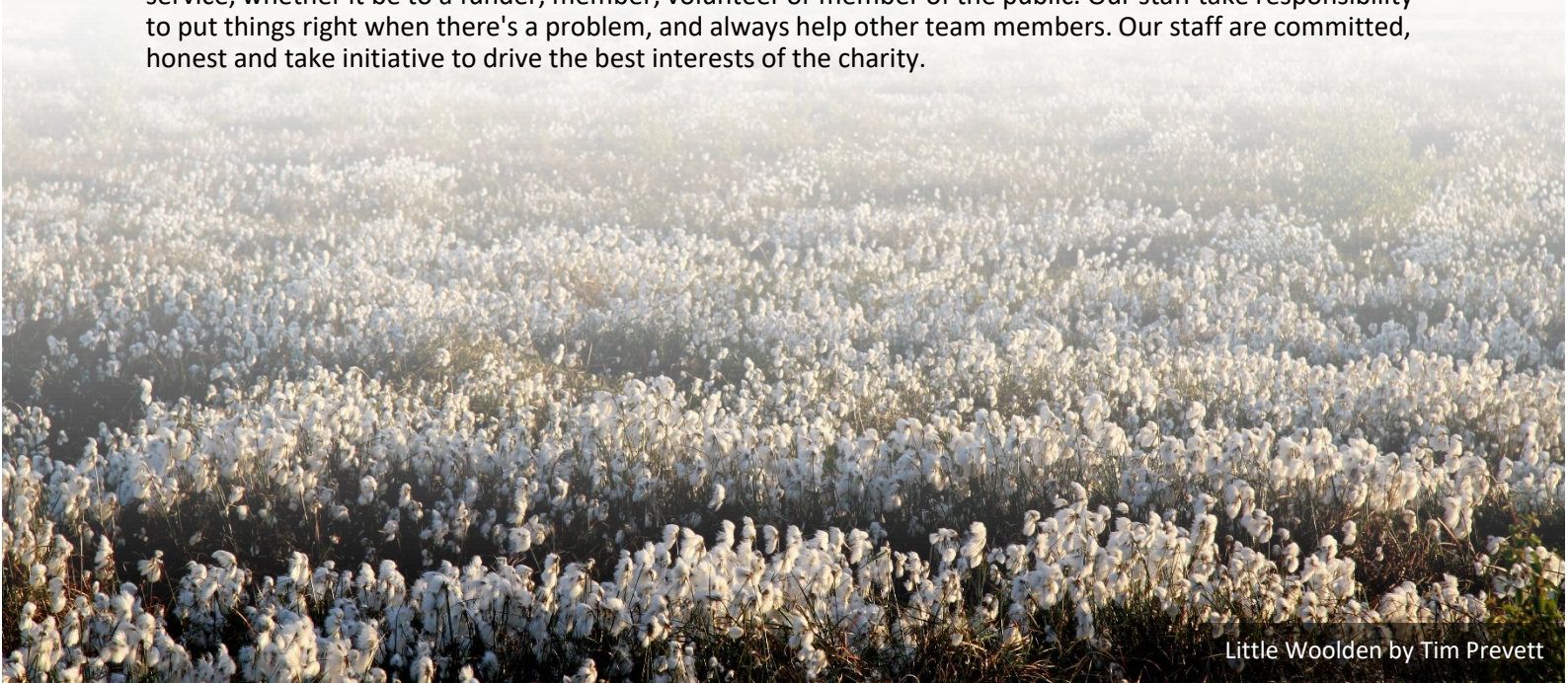
- A friendly, family atmosphere. Everyone is treated with the same level of respect and courtesy. The Chief Executive will often stop for a chat, and full staff meetings provide the chance to get to know others. We are one big team, and our staff are always ready to roll up their sleeves and help where it's most needed, regardless of their job role.

Passion

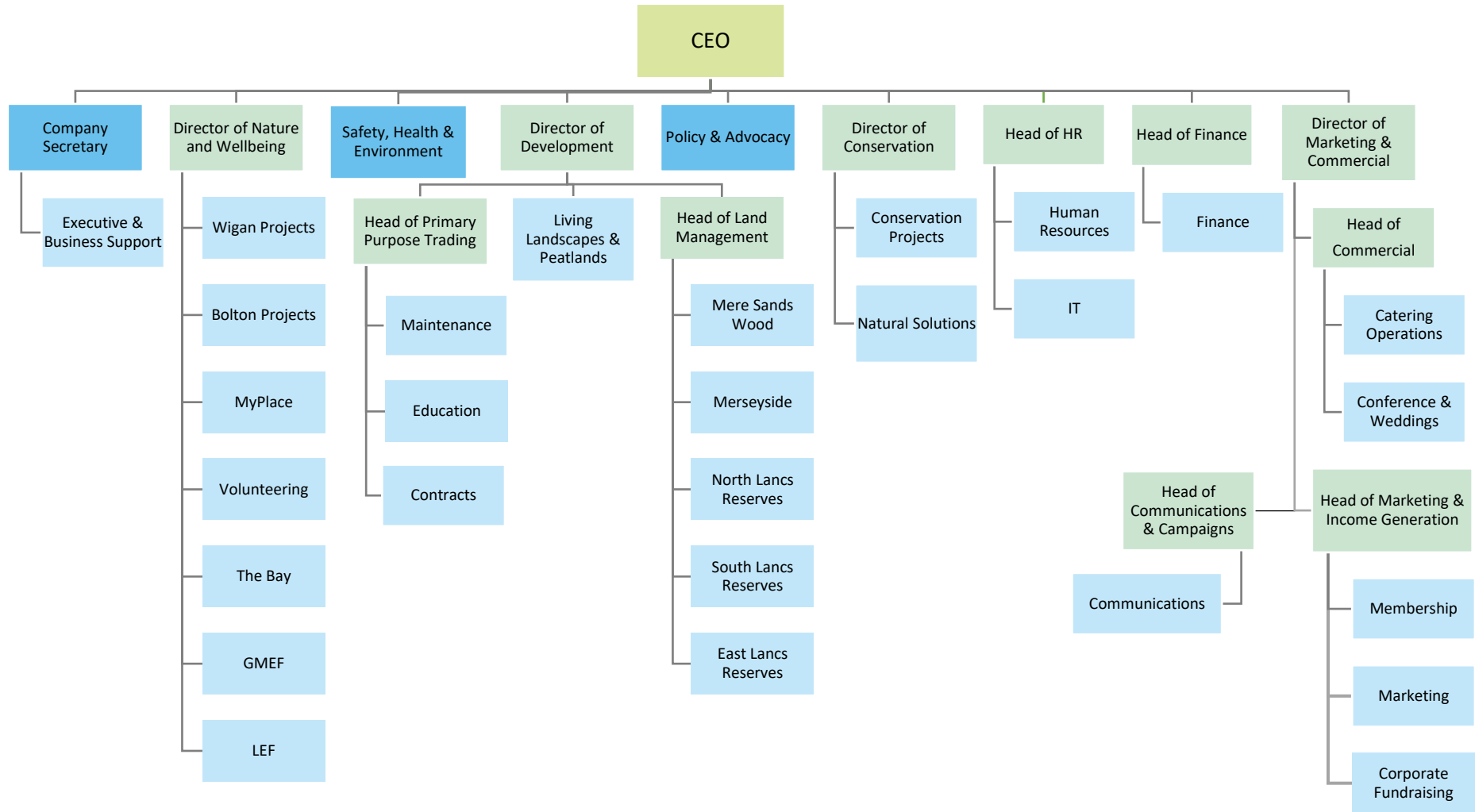
- Passion is at the very heart of every LWT team member. With a love of wildlife, a passion for helping make a difference, or a will to help and inspire others. From our staff to volunteers and our members, we have passion by the bucket load!

Personal Responsibility

- Our staff are flexible in the way they work and adaptable to change. They provide exceptional customer service, whether it be to a funder, member, volunteer or member of the public. Our staff take responsibility to put things right when there's a problem, and always help other team members. Our staff are committed, honest and take initiative to drive the best interests of the charity.



Lancashire Wildlife Trust Organisation Chart



Job Description

**Post Title:**

Finance Support Officer

Responsible to:

Management Accountant

Location:

The Barn, Berkeley Drive, Bamber Bridge,
Preston, PR5 6BY
Hybrid working will be considered on request

Hours of Work:

21 hours per week

Salary:

£14,092.80 per annum

Duration of post:

Permanent

Other:

All candidates must have the Right to
Work in the UK.

PURPOSE OF POST

The Finance Support Officer is a critical role within the Finance team ensuring the efficient and timely delivery of the Trust Finance Systems.

The primary purpose of this role is the maintenance of the purchase ledgers of the Lancashire Wildlife Trust and Lancashire Wildlife Enterprises Ltd, including the processing of purchase invoices and expense claims. Also responsible for cashiering functions, including cash counting, petty cash and cash floats.

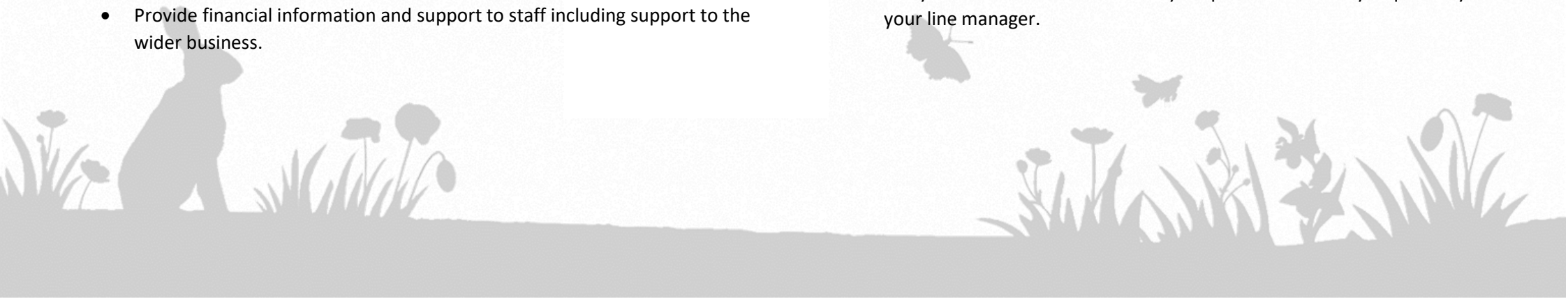
To ensure all financial transactions are processed in a timely and accurate manner in accordance with Trust policies.

KEY ROLES AND RESPONSIBILITIES

- Responsibility of the purchase ledger accounts including credit cards, petty cash, and direct debits and maintaining the supplier list
- Administering the purchase order system, maintain training manuals and deliver training to all users of Xledger.
- Matching and posting payments via the bank reconciliation on a daily basis.
- Creating payment runs and approve for payment.
- Maintaining cashbook records, including cash from a variety of platforms, ensuring all entries are complete and accurate including correct treatment of VAT.
- Processing monthly expense claims, ensuring compliance with LWT and LWE policies and procedures.
- Administering the petty cash imprest system.
- Providing support and advice to staff in relation to Xledger and financial policies.
- Assisting with year-end audit procedures, dealing with relevant queries and questions.
- Forging close working relationships with all LWT teams, ensuring open lines of communication so that issues can be picked up and resolved quickly to manage and minimise risk/ impact.
- Providing information to Trust staff in connection with grant applications and claims.
- Creating Xledger compatible spreadsheets for detailed processing.
- Providing ad hoc reports.
- Providing cover for Finance team and other staff members where necessary.

- Ensure purchase orders, invoices and credit notes are accurately processed within agreed timescales. Chase staff members for relevant documentation to ensure secure payment process.
- Process employee and volunteer expenses – setting up new employees and volunteers, checking personal details in line with LWT procedure, resolving issues and arranging payment, within agreed timescales.
- Administer full AP Xledger training, to all staff members via classroom and online workshops or tailored one to one sessions.
- Provide and maintain full training documentation for role specific duties.
- Process direct debits and complete bank reconciliations.
- Process credit card transactions compiling data, investigating, and resolving discrepancies.
- Check post, reconcile and reimburse monthly petty cash returns from all offices, compiling data, investigating and resolving discrepancies to ensure uninterrupted cash flow
- Control head office petty cash including reimbursement of petty cash vouchers and income received ensuring projects receive the correct funds.
- Responsible for motor vehicle travel records for expense and Trust vehicle declaration information which includes monitoring driver licence information, insurance and MOT certification in line with Government legislation.
- Monitor and act on the finance inbox processing information and answering internal and external queries.
- Perform monthly reconciliations of all supplier statements.
- Maintain the suppliers list, carrying out relevant checks and completing updates where required.
- Provide financial information and support to staff including support to the wider business.

- Review all coding Including VAT, Nominal and Project coding and adjust as required.
- Provide the carbon footprint team with detailed reporting.
- Prepare and maintain detailed finance documents including Xledger appropriate spreadsheets.
- Complete credit application forms, gaining approval from relevant signatories.
- Monitor proforma invoices to ensure correct VAT applied.
- Answer the telephone in a polite and professional manner and deal with any finance queries received or redirect to appropriate departments.
- Support to the continuous improvement and streamlining of processes of the finance functions.
- Manage outstanding creditors, overdue invoices and stopped accounts.
- To carry out all duties with due regard for confidentiality of information, and ensure all work carried out complies with equal opportunities, data protection procedures.
- Attend appropriate staff and team meetings together with practical days.
- Maintain compliance with SHE and safeguarding procedures as needed.
- Travel to other sites as necessary
- Follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- Work as part of a team alongside staff and volunteers as required.
- Uphold the working values and expectations of the Lancashire Wildlife Trust.
- Carry out other duties relevant to your post as reasonably required by your line manager.



Person Specification

EXPERIENCE

Essential

- Experienced user of financial and accounting packages.
- A thorough understanding of Accounts Payable and Accounts Receivable processes.
- A comprehensive understanding of processes of cash impress systems and reconciliations.
- Minimum two years' experience of working in a finance team.
- AAT Level 3 or equivalent qualification.

Desirable

- Previous working within a charity or not for profit sector.

KNOWLEDGE

Essential

- Experience of computerised accountancy systems (although full training on our system will be provided)

Desirable

- A working knowledge of VAT.

SKILLS

Essential

- Excellent communication skills, both verbal and written.
- Ability to work effectively as part of a small team.
- Ability to work well on own initiative.
- Ability to organise work effectively and to prioritise.
- Excellent IT skills including Microsoft 365.
- Flexibility and adaptability.
- High accuracy and attention to detail.
- High standard of numeracy.

Desirable

- Ability to deal with high volumes of transactional processing.

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Ability to deal with information in a confidential manner at all times.
- Willingness to be flexible and respond to changing circumstances.
- A positive and mature approach using tact and diplomacy.

Desirable

- A pleasant disposition and a good sense of humour.



General Terms & Conditions

Holidays:	28 days per annum (increasing with length of service), plus bank holidays, pro rata for part-time employees.
Pension:	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
Hours of Work:	Part Time 21 hours per week. Normal working pattern will be 9.00am – 5.00pm. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.
Duration of post:	This post is offered on a permanent basis. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.
Closing Date:	Sunday 9th February 2025
Interviews:	To be confirmed

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: www.lancswt.org.uk/jobs

Completed applications should be returned to: applications@lancswt.org.uk

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

TERMS OF REFERENCE

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Safety, Health and Environment Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.