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## **Accounts Officer**

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**Reports to:** Chief Executive Officer and Operations Manager

**Based at:** The Elms, St Mary

**Hours:** 25 hours per week

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## **Background**

The National Trust Jersey (“the Trust”) is a local self-funding charity established in 1936. It is totally independent of the States of Jersey and relies on memberships, donations and bequests for the funding of its activities.

Our Accounts Officer provides key support to the Trust’s Senior Management Team through the provision of accurate and timely financial information and the preparation of detailed management information.

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## **About You**

You will be a self-motivated individual who is able to demonstrate a high level of initiative and able to work closely within a small team whilst recognising that this is a stand-alone role.

You will have a strong background in book-keeping, and be experienced in preparing and delivering reliable financial information as required. You will also be responsible for managing relationships with key stakeholders such as the Trust’s banker, investment brokers, auditors and government departments such as Social Security.

You will have strong numeric and written skills with a keen eye for detail, and will be accustomed to meeting deadlines. You will be experienced in budgeting.

You will be passionate about Jersey’s natural beauty, wildlife and built heritage and recognise the need for its active conservation and preservation.

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## Overview of the Role

The interesting and varied role is based within the Operations Team, in which all members are expected to support and assist with general office administration. There is a high level of collaboration between the role and other teams within the Trust.

The Finance Officer has responsibility for maintaining the Trust's financial records, and reporting the Trust's financial position to the CEO and Senior Management Team. Like most charities, the Trust relies heavily on financial reporting to review and direct its activities.

The Finance Officer also works with and is supported by the Trust's Treasurer, who is a member of the Trust's Council and has responsibility for reporting the Trust's financial position to both its Council and Finance Advisory Panel.

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## Key responsibilities

- Maintain sales and purchase ledger
- Reconciliation of bank balances, restricted funds and investment portfolios
- Preparation of monthly department reporting against budget
- Preparation of monthly management accounts, including cash flow
- To play a lead role in the Trust's budgeting process
- Payroll
- Calculate and process regular GST refund claims
- Liaise with auditors with regards annual accounts and report

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## What skills and experience will we expect you to have?

- A proven track record in book-keeping and financial reporting
- Solid IT skills and working knowledge of Microsoft Office365
- Excellent attention to detail
- Excellent written and verbal communication skills
- Enthusiasm and self-motivation, with a can-do attitude
- Good knowledge of local regulation
- Well organised with ability to work unsupervised in a busy environment using own initiative
- Reliable and able to prioritise own workload

- Flexibility
  - An interest in the work of the Trust and its objective to conserve the natural beauty and historic buildings of Jersey for the benefit of the Island
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### **What other skills may be useful?**

- A recognised accountancy or book-keeping qualification
  - A clear understanding, or previous experience within, the Island's charitable sector
  - Previous experience or working knowledge of QuickBooks
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### **Package and remuneration**

- Salary details upon request
- Out of town working location with free parking
- Flexible working hours, subject to agreement
- 25 days paid holiday, increasing with length of service
- Eligibility to join non-contributory pension scheme equivalent to 5% of salary upon completion of probation