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Finance and Admin Officer

Growing the Future at the National Botanic Garden of Wales

The Growing the Future (GTF) project at the National Botanic Garden of Wales will provide horticulture training and knowledge to individuals and groups from diverse audiences throughout Wales. It is a five year project funded through the Welsh Government Rural Communities-Rural Development Programme 2014-2020, which is funded by the Welsh Government and the European Union. The National Botanic Garden of Wales is an iconic and dynamic charity, dedicated to the research and conservation of biodiversity, sustainability, lifelong learning and the enjoyment of our visitors.

A wide range of horticulture courses and public engagement will be available for adults and children in the value of gardens for growing food, keeping fit and helping the environment. We will also be showcasing the diversity and quality of Welsh horticultural produce and helping save Wales' pollinators. Growing the Future will be based at the Botanic Garden and at a series of hubs throughout Wales.

The Role: Finance and Admin Officer

We are looking for someone who is highly organised, with excellent attention to detail and a high level of numeracy to provide administrative support to the Growing the Future project. You will help to ensure that the project outcomes and indicators are correctly measured and reported, collecting and summarising the metrics required to evidence this. You will prepare and help to submit claims using the WEFO online system, collating invoices and timesheets and ensuring that record keeping is up to date and accurate. You will often be the first point of contact for the project, communicating with individuals and groups throughout Wales. Working with the Botanic Garden Education Administrators you will manage day-to-day enquiries, take course bookings and provide administrative support across all areas of project delivery. Fluency in written and spoken Welsh is highly desirable and an understanding and commitment to the mission of the National Botanic Garden of Wales is essential.

OUTLINE DETAILS OF APPOINTMENT

This is a full-time position starting from the soonest date which can be arranged. Hours of work are 37.5 per week in a year-round pattern, working five days out of seven. There is a requirement for travel within Wales to visit partner organisations. The salary is up to £19,000 per annum according to qualifications and experience. This is a 5-year fixed term contract.

Informal enquiries are welcome and should be directed to the Head of Science (Dr Natasha de Vere – natasha.devere@gardenofwales.org.uk)

Applications, in the form of a cover letter and CV clearly showing how you meet the criteria, together with full contact details of two referees, should be emailed to natasha.devere@gardenofwales.org.uk by 8th December 2017. Interviews are currently planned for January 2018.

Available in Welsh upon request

Finance and Admin Officer

Growing the Future at the National Botanic Garden of Wales

BACKGROUND OUTLINE

Growing the Future is a £2.3 million project funded by the European Union and Welsh Government. It builds on the success of the Growing the Future pilot project which ran from 2012 – 2015 and engaged with over 5000 people throughout Wales. The Growing the Future project will employ seven full-time members of staff, along with support from the Botanic Garden's Science, Horticulture, Education, Marketing and Interpretation departments. There are three main areas of activity.

1. Gardens for health and wellbeing

Growing plants for food and fun can help keep us fit and improve mental and physical wellbeing. Gardens are also important wildlife habitats and provide vital ecosystem services, such as flood protection and pollination. We will provide training and engagement for adults and children in the value of gardens for growing food, keeping fit and helping the environment.

2. Celebrating Welsh horticulture

From specialist nurseries producing unique plants and flowers to commercial growers providing the finest fruit and vegetables. We will showcase the diversity and quality of Welsh horticultural produce with exciting festivals and events.

3. Horticulture for the future

For a sustainable, future-proof sector, Welsh horticulture needs to harness the latest scientific and technological advances. We will create networks between science and horticulture and use the Botanic Garden's cutting edge research on plants for pollinators to create a new market for sustainably produced pollinator-friendly plants.

The National Botanic Garden of Wales

The first botanic garden of the new millennium, the National Botanic Garden of Wales stretches over more than 568 acres within rural Carmarthenshire. It consists of the Botanic Garden and Waun Las National Nature Reserve, which is managed as an organic farm. In just 17 years, it has become a place of international significance dedicated to conservation, horticulture, science, education, leisure and the arts.

For more information visit: <https://botanicgarden.wales/>

NATIONAL BOTANIC GARDEN OF WALES
GARDD FOTANEG GENEDLAETHOL CYMRU
Job Description

Post Title	Finance and Admin Officer
Department	Growing the Future
Reports to	Project Coordinator
Responsible for management of	None

Outline purpose of role: Finance and admin officer

The finance and admin officer will provide administrative support to the Growing the Future project. You will help to ensure that the project outcomes and indicators are correctly measured and reported, collecting and summarising the metrics required to evidence this. You will prepare and help to submit claims using the WEFO online system, collating invoices and timesheets and ensuring that record keeping is up to date and accurate. You will often be the first point of contact for the project, communicating with individuals and groups throughout Wales. Working with the Botanic Garden Education Administrators you will manage day-to-day enquiries, take course bookings and provide administrative support across all areas of project delivery. Fluency in written and spoken Welsh is highly desirable and an understanding and commitment to the mission of the National Botanic Garden of Wales is essential.

Responsibilities

1. Responsible for grant bookkeeping duties and keeping accurate and timely records associated with the Growing the Future project. Utilise Sage Bookkeeping software for this purpose.
2. Collate and manage invoices, payroll, timesheets and indicator metrics, use these to prepare claims using the WEFO online system and ensure that these are well organised and available for auditing purposes.
3. Maintain records on participation in courses and public engagement and feedback from these to ensure that outcomes and indicators are correctly and accurately reported.
4. Ensure records and materials are held according to appropriate conventions and standards of professional practise, including data protection requirements. Ensure that these are in line with the grant regulations.
5. Working with the Botanic Garden Education Administrators take bookings for courses and payments, sending participants the relevant information prior to each course and answering queries as they arise.
6. Preparing, copying and distributing course materials.
7. Undertake ordering, invoicing and office management for the Growing the Future project.
8. Assist with organising public engagement events, conference and other project activities.
9. Act as a liaison point for partner hubs, collaborators and other appropriate agencies, ensuring clear and positive communication and supporting shared understanding and delivery of goals, targets and underpinning processes.
10. Contribute, as a member of the Growing the Future team and Botanic Garden staff to any activities or duties that support and promote the National Botanic Garden of Wales and help in its smooth day-to-day running and overall success.
11. Such other duties as from time to time will be allocated.

PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

	Essential Criteria
1	Educated to degree level or with equivalent practical experience.
2	Experience of bookkeeping and handling financial information.
3	Proven organisational skills with keen attention to detail.
4	Excellent numeracy, keyboard skills, and IT capability. Able to manipulate data and information, to interpret and report on trends and results.
5	Excellent and well-developed personal communication skills including oral articulacy, fluent written style, presentational confidence.
6	Skilled in the use of Microsoft Office packages, especially Excel and with Sage bookkeeping software.
7	Track record of working to a high level of individual responsibility and accountability.
8	Genuine passion for the mission and purpose of the Botanic Garden and enthusiasm for contributing to its success, team spirit, reputation, and ethos.
	Desirable Criteria
9	Fluency in written and spoken Welsh, as well as commitment to the people, language, and culture of Wales.
10	Qualifications in bookkeeping/accountancy.