

NATIONAL BOTANIC GARDEN OF WALES
GARDD FOTANEG GENEDLAETHOL CYMRU
Finance Officer - Job Description

Post Title	Finance Officer
Salary	£18,400
Department	Finance
Reports to	Head of Finance
Responsible for	N/A
Location	Based at the Botanic Garden, Llanarthne, Carmarthenshire
Post Reference*	

The National Botanic Garden of Wales ('the Garden') is almost 20 years old. Set in 568 acres of historic parkland the 70 acres of formal Botanic Garden and Arboretum is complimented by an Organic Farm and NNR on the edge of the beautiful Towy Valley in Carmarthenshire, South West Wales.

The Garden is described as a National Asset in the Science Strategy for Wales and the Garden's Science Department carries out applied research in three core themes, 'Saving Plants and Fungi', 'Saving Pollinators' and 'Science and Society'. The Science department supervises a number of PhD researchers and undergraduate placement students from universities across the UK and is internationally recognised for the quality of its research output.

With specially designed indoor and outdoor learning venues and resources almost 25,000 educational visits are made to the Garden each year by students of all ages.

The Garden operates a number of commercial spaces and together with food outlets and retail shops which together with the Garden make it one of the leading visitor and tourist facilities in Wales, with a year-round calendar of special events. The Garden expects to welcome close to 160,000 leisure visitors this year.

The Garden is growing and expanding its commercial business and visitor services with the aim of increasing its commercial income to support the core mission conservation and education activity. As part of this process funding has recently been secured to restore the Regency parkland and lakes to open up the landscape to a wider visitor audience, and plans are advancing to develop camping and glamping accommodation services. A £2.5m funding award for delivering horticultural education and training across Wales has also just been approved. The Garden employs 75 FTE staff and this will grow significantly in the coming years

The Garden works in partnership with many organisations throughout Wales and the wider international community. The areas of partnership include horticulture, education, sustainability, conservation, science and research as well as arts and Welsh culture.

We are looking appoint a Finance Officer to replace a long-serving staff member who is moving to another role at the Garden. Applicants are most likely to already be partially or fully qualified as an AAT with excellent IT and keyboard skills, specifically a good working knowledge of excel spreadsheets, Sage accounting software as well as proven time-management and organisational capability. The ability to work independently, and the capacity and resilience to tackle a fast-paced workload of contrasting priorities will also be important in this role. Accuracy and keen attention to detail, together with the ability to handle confidential matters sensitively with discretion and judgement is needed. You will have excellent numeracy and interpersonal communication skills, preferably with the ability to speak Welsh, and enjoy working with people and developing positive relationships at all levels. Overall aptitude and attitude for the role is critical, there is the potential for an individual with the right calibre to increase their proficiency and grow into the role.

More information on the Garden can be found at: www.botanicgarden.wales, email enquiries may be sent to: janine.oram@gardenofwales.org.uk.

To apply, please submit a full CV, and a cover letter to janine.oram@gardenofwales.org.uk, clearly identifying how you meet the criteria for this role and indicating your current salary.

The closing date for receipt of applications is 9.00 a.m. on Monday 29th January 2018.

Interviews are currently scheduled for week commencing 5th February 2018.

Overall description of role

Working within the finance team, your role will be to provide financial/bookkeeping and administrative support to the Garden. The post is full time role and you will report to the Head of Finance.

Specific tasks

- Monitoring and collation of grant income and expenditure
- Bank reconciliations
- Preparation of VAT returns
- Processing & monitoring Direct Debits
- Preparation of the monthly payroll
- Maintain and oversee the purchase/sales ledgers and payments/receipts
- Manage the Petty Cash
- Monthly analysis for management accounts purposes
- Preparation of grant claim paperwork and supporting documentation reconciling it to the organisation's accounting systems.
- Such other duties as from time to time you may reasonably be allocated.

General tasks

- Undertake your role to the highest professional standards operating with integrity, discretion and confidentiality.
- Prioritise and plan own workload in a professional and friendly manner.
- Follow the process of reporting as required by the Head of Finance.
- Contribute to and promote the ethos and activities of the Garden establishing and maintaining effective working relationships with a wide range of staff and external partners.
- Comply with health & safety systems and procedures.

Experience and knowledge

- Already be working in a financial environment with a minimum of 2 years' experience with demonstrable success.
- Experience of working in a results focused, busy, commercial organisation.
- Experience of establishing and maintaining effective working relationships with a wide range of staff and external bodies.
- Knowledge of Sage accounting systems (nominal ledger and payroll)
- Experience of grant funded project work an advantage.
- Experience of working for a charity would be an advantage.

Skills

- Recognised accountancy/book keeping qualification or part qualification e.g. AAT
- Previous record of punctuality, dependability, reliability, honesty and integrity.
- Excellent communicator
- Enthusiasm and flexibility

- Ability to work independently and to tight deadlines
- Excellent organisation and interpersonal skills
- A team player

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.

Criteria and evidence expected:		Method of Assessment		
		Paper application	Interview	Occupational assessment
	Education/Qualifications Knowledge/Experience Competencies/abilities			
	Essential Criteria			
1	Partially or fully qualified as an AAT.	√	√	
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 is highly desirable, as well as commitment to the people, language, and culture of Wales.	√	√	
10	Qualifications in bookkeeping/accountancy.	√	√	