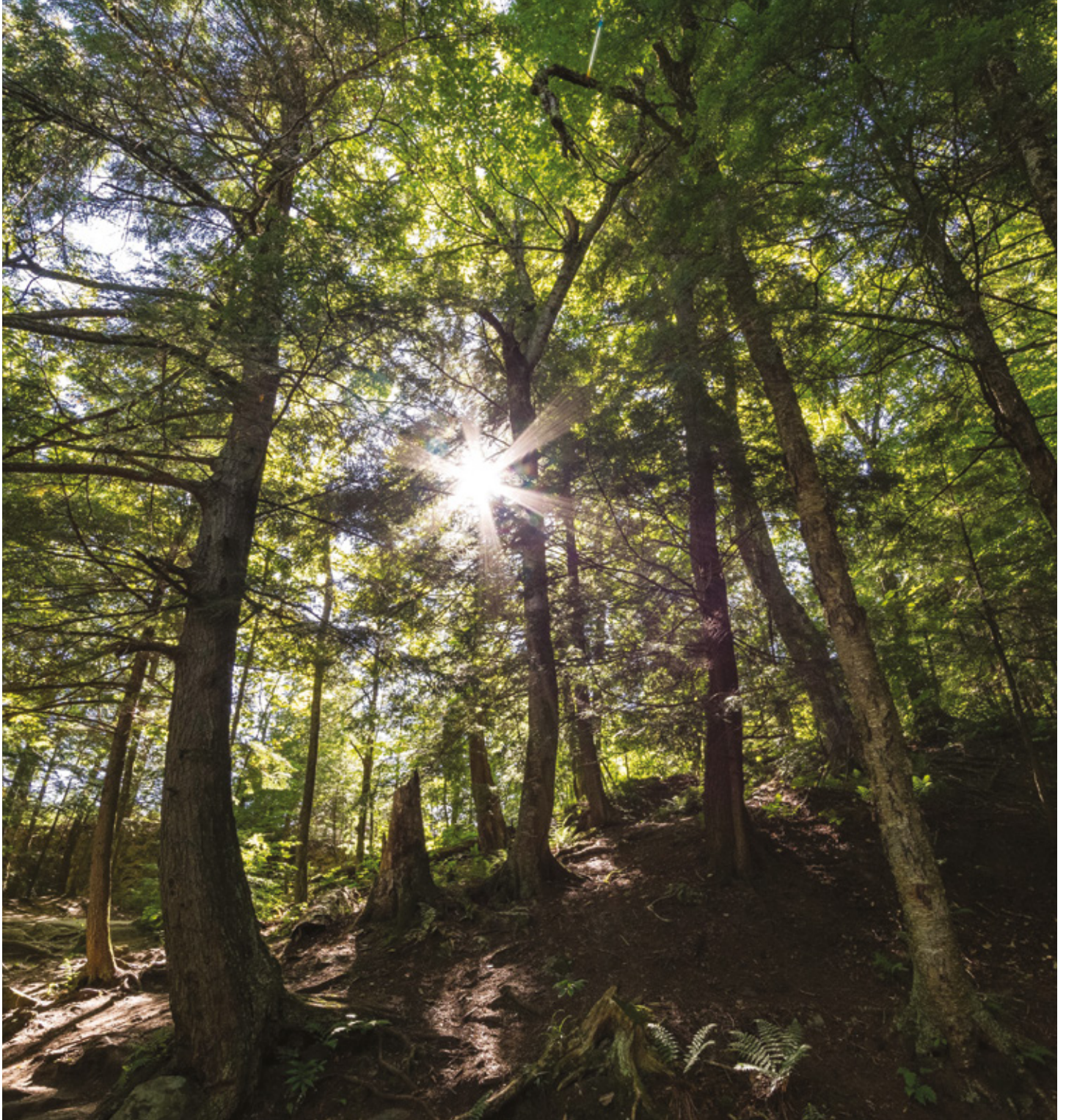




JOB DESCRIPTION

FINANCE ASSISTANT



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 1 Bartholomew Lane, London, EC2N 2AX

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



JOB PURPOSE

This role will support the Finance Department by handling various tasks related to both accounts payable and accounts receivable processes.

This role is crucial in ensuring timely and accurate payment of invoices, maintaining vendor relationships, managing customer accounts, and assisting with financial record-keeping.

The ideal candidate is detail-oriented, organized, and proficient in financial functions. Experience in similar role would be an advantage but is not essential as training can be provided.

FINANCE ASSISTANT

DEPARTMENT
Finance

CONTRACT
Permanent

REPORTS TO
Finance Manager

LOCATION
Jersey Zoo



KEY RESPONSIBILITIES

- To provide efficient and effective accounting support to the Finance team.
 - Review and verify invoices, ensuring appropriate approval of the items, follow up with relevant departments and escalating where necessary.
 - Maintain organised and accurate accounts payable files and records.
 - Accurately enter and reconcile financial data in the accounting system, resolving any discrepancies and prepare and schedule payments.
 - Develop and maintain positive relationships with vendors, ensuring timely and accurate resolution to queries.
 - Assist with accounts receivable function including generating and sending invoices to customers, monitoring settlement, and maintaining accurate records of transactions.
 - Reconciliation of bank accounts and assisting with bank administration.
 - Oversee and manage petty cash funds, ensuring proper documentation and reconciliation of transactions.
 - Assist with key finance processes, including preparation of financial reporting, accounting for projects, and journal adjustments.
 - Assist with ad hoc queries and requests from other departments.
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BEHAVIOURS AND VALUES

- Collaborative, optimistic and supportive working style;
- Personable and calm demeanour;
- Professional, polite and respectful communicator with colleagues;
- Can do attitude.



KNOWLEDGE, SKILL AND ABILITY

ESSENTIAL

- Attention to detail and thoroughness, in particular regarding data entry;
- Organised and methodical approach to tasks;
- Good general education to 'A' level with Maths and English GCSE at C grade or above;
- Excellent numeracy and communication skills;
- The ability to work as part of a team as well as independently is essential.

DESIRED

- Bookkeeping experience in a dynamic, commercial environment would be an advantage;
- Experience of an accounting software would be an advantage.

