



The Trent Rivers Trust

Job Title:	Assistant Accountant (part time)
Job Location:	Ilkeston office with home working
Salary and terms:	£24,500 to £27,295 (0.6FTE) £14,700 to £16,200 with study support an option 24 hours per week, Permanent, Part Time
Reporting to:	Finance Manager

Background:

The Trent Rivers Trust delivers projects that make a positive difference to rivers, the wildlife which inhabit the river corridor and the people that enjoy the river environment. Our vision is for the River Trent and its tributaries to be rich in wildlife habitats, landscape and historic features for the benefit of all, both now and in the future. At the Trust we have a highly motivated and skilled team all with a passion for rivers and the wider environment, managing a wide variety of projects across the Trent catchment.

Role:

The charity has grown in recent years and now requires an Assistant Accountant to help provide a solid backbone to the charity, enabling it to improve its financial practices and performance. The successful candidate will work closely with all members of staff joining a friendly and inspirational team.

Job Purpose:

The role will be varied and will involve a number of duties to support the Finance Manager including;

- Preparation of project reports for Senior Managers to ensure they have timely financial information for decision making purposes
- Preparation of financial reports and claims to a variety of funders in line with contract agreements
- Assistance with the improvement of the charity's financial reporting documents and procedures

Accounting:

- Using data from Xero to accurately process reports to facilitate budget tracking and variance analysis
- Assist with the preparation of quarterly management accounts

- Assist and maintain systems of internal controls to safeguard financial assets, keeping and providing substantiating documentation to pass independent and governmental audits within current legislation
- Ensure all aspects of Purchase Ledger and Sales Ledger are up to date and accurate
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager
- Assist with the preparation of the annual accounts
- Provide support to the activities of independent auditors ensuring compliance issues are met

General

- Protect the safety and security of service users, staff, volunteers and buildings, ensuring the confidentiality of records and other information in line with our Data Security Policy
- Be responsible for personal learning and development and keep up to date with research, relevant legislation, policy and practice, and other literature relevant to the role.
- Ensure the effective implementation of TRT's Safeguarding, Health & Safety, Equal Opportunities and other policies and procedures and uphold the core values of TRT
- Support TRT's Mission and objectives, taking a full part in broader team discussions and strategic planning

Person Specification

TRT is seeking a suitably qualified person to fulfil the role of Assistant Accountant. The following skills and experience have been identified as essential to this role:

Requirements	Essential	Desirable
Training and Experience		
At least two years' experience of financial management and accounting at an appropriate level in a college or university, local authority or preferably charity	X	
Familiarity with cloud-based accountancy software and ideally Xero	X	
Ability to accurately interpret complex information and recommend sound, well-considered decisions and judgements	X	
Experience of partner and funder reporting processes		X
Proven experience of managing a varied and heavy workload with changing priorities	X	
At least AAT qualified, part qualified CIMA, ACA, ACCA, CIPFA or qualified by experience	X	
Proven computer literacy, particularly in excel to produce accurate, clear and timely reports	X	
Excellent oral and written communication skills	X	
Excellent organisational skills and the ability to work independently with minimal supervision	X	
Exhibit honesty and integrity at all times	X	
Knowledge and Understanding		
Financial knowledge of working within or for a charity and a good understanding of the environment in which charities operate		X
Highly numerate with excellent knowledge of budgeting, being able to understand and interpret financial information	X	
Knowledge of financial reporting and the legal requirements pertaining to the financial management of charities		X
Strong communication skills with the ability to explain and provide clear instructions verbally and on paper	X	
Excellent interpersonal skills, both in person, over the phone, via online meetings and email	X	
Strong IT skills with working knowledge of Office 365 and MS Teams	X	
Miscellaneous		
Commitment to equality of opportunity	X	

Full driving licence and car insured for business use	X	
Ability to work occasional evenings and weekends if required	X	
Understanding of data protection and GDPR	X	
An affinity with the aims and objectives of TRT and its role of improving the Trent environment for people and wildlife.	X	

Terms and Conditions

- The starting salary for this post is between £24,500 to £27,295 0.6FTE
- The post holder will be based at the TRT office in Ilkeston, but will be able to work from home at least a day a week, potentially more. Mileage to and from the Ilkeston office cannot be claimed.
- The post will require frequent travel around the Trent catchment and therefore a full UK driving licence and access to a car is essential. Mileage expenses will be paid in accordance with the HMRC non-taxable levels. Car insurance providers need to be made aware of this business use
- TRT will contribute 9% of gross salary by the Trust, subject to a 6% Employee Contribution or the minimum rates in line with our auto-enrolment scheme, both subject to possible increases.
- The post attracts an annual holiday entitlement of 25 days plus statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours
- The appointment will be permanent, subject to ongoing funding availability

The Trent Rivers Trust Work Ethos

The Trent Rivers Trust comprises a small team of environmental professionals dedicated to the improvement and enhancement of the Trent Catchment. Staff members work largely unsupervised and often in isolation although regular team meetings are organised and staff are encouraged to meet up regularly to share ideas and develop work themes and projects.

TRT recognises the importance of a strong work-life balance and actively promotes this. A high degree of flexibility is provided to staff members in relation to hours and location of work in return for unstinting commitment and absolute honesty and integrity. Staff members are expected to work unsocial hours when necessary, including occasional weekends and evenings.