



The
Wildlife
Trusts

MANAGEMENT ACCOUNTANT

RECRUITMENT PACK

Salary: Up to £34,068 per annum

Location: Remote with occasional travel to the Newark office located at
The Kiln, Mather Road, Newark, NG24 1WT

Office opening days are Tuesdays to Thursdays

Full time: 35 hours per week

Permanent contract



Royal Society of Wildlife Trusts
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About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 945,000 members, over 33,000 volunteers, 4,100 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right founded in 1912 and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.



About You

We are looking for a Management Accountant with good communication skills and a high level of attention to detail to join us and add to our expanding team. The post holder will be responsible for the preparation and analysis of management accounting information including month-end journals, and providing financial support to individuals across the organisation. You will also be responsible for project accounting and reports to funders.

The successful candidate will be a team player, with excellent attention to detail and Excel skills. You will be able to adopt a consistent and systematic approach to run through the processes involved to achieve accurate results.

The role involves having regular meetings with colleagues to both explain and review financial figures, so effective communication skills are essential and experience of building effective working relationships with budget holders would be highly beneficial.

You will be keen to take responsibility for compiling management accounts and reports for the charity and its trading subsidiary. You will be well organised with good time management and able to prioritise workloads to meet deadlines. Charity specific finance experience is desirable but not essential.



The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

At RSWT, we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy.

Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.





Job Description – Overall Purpose of the job

Preparation and analysis of monthly management accounts and supporting information, and financial support to budget managers and Trustees.

Job Description – Main responsibilities

- 1) The preparation and analysis of management accounting information and provision of financial support to budget managers and Trustees.**
 - Preparation of monthly management accounts in conjunction with the assistant management accountant, with appropriate commentary/analysis and key performance indicators.
 - Provision of reports, advice and support to budget managers to assist them in understanding and controlling their budgets.

- 2) Assistance with preparation of forecasts and budget for charity and trading subsidiary.**
 - Preparation of draft annual forecast with appropriate notes and analysis.
 - Assistance with quarterly preparation of forecast with appropriate notes and analysis
 - Preparation of annual budgets with appropriate notes and analysis.

Job Description – Main responsibilities

3) Month-end processes for charity and trading subsidiary

- Calculate/Review and post month-end adjustments including:
 - accruals,
 - prepayments,
 - support costs allocations,
 - fixed asset depreciation and adjustments.
 - funded project staff costs
- Monthly reconciliation of inter-company balances.
- Reconciliation of balance sheet and fund balances.

4) Financial Management and reporting for funded projects as required

- Control of the financial systems to ensure accurate and timely recording of income and expenditure for projects in accordance with the current statutory regulations, Financial Standing Orders and good accounting practice.
- Provide support to the project managers in preparing their budgets and managing funds.
- Produce periodic reports and management reports as necessary.
- Input grant offers to the finance system ensuring compliance with SORP requirements for year-end reporting and ensure grant recipients are paid within agreed timescales set by relevant funds.
- Produce and manage periodic grant reconciliations and monitor grants paid out.
- Prepare claims for review by the finance manager.
- Monitor cashflow for projects as required.

Job Description – Main responsibilities

Other duties:

- Provide ad hoc financial information for budget managers.
- Maintain the corporate card online transaction portal and provide assistance as required to users.
- Maintain data on finance systems.
- Liaise with the external and internal auditors on year-end matters and processes.
- Ad hoc tasks as required.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

Person Specification

Essential

- Personal Qualities:
 - **Attention to detail:** works in a consistent and systematic manner to achieve accurate results.
 - **Team Player:** works co-operatively and builds excellent trust-based relationships within the Finance, and wider Royal Society of Wildlife Trust teams.
 - **Good communicator:** able to communicate complex issues effectively, both in presentations orally and in writing, to a wide range of people.
 - **Customer focused:** recognises the importance of internal customer care within a support function and is able to relate to customers with tact and empathy.
 - **Integrity:** high standard of personal honesty and financial integrity.
- Key Competencies:
 - Excellent Excel Skills
 - Highly competent financial analysis skills.
 - Excellent time management – able to prioritise workloads and manage multiple priorities.
 - Able to work in a consistent and systematic manner to achieve accurate results.
- Experience:
 - Experienced in a similar role, ideally within a Charity.
 - Experience of preparing management accounts journals and monthly reports.
 - Production of financial reports.
- Knowledge and skills:
 - Part qualified accountant or qualified by experience.
 - Highly numerate.
 - Stakeholder Management and influencing skills.





Person Specification

Desirable

- Personal Qualities:
 - An analytical approach to problem-solving and demonstrable academic achievement in numerate subjects.
 - **Initiative:** able to work well on own initiative.
 - **Flexible:** readily adapts to changing priorities, working practices and systems. Flexibility around peak reporting periods.
 - **Self-confident, enthusiastic and self-motivated.**
- Key Competencies:
 - Deadline focused.
 - Competent in Microsoft Office systems (Word, Outlook, Teams).
- Experience:
 - Assisting with annual accounts production and provision of information to auditors.
 - Experience of working with budget managers to monitor spend and contribute to the annual budget preparation.
- Knowledge and skills:
 - Proactive and continuous improvement mindset.
 - Experience of xledger accounting system.
 - Knowledge of Charity VAT.
 - Evidence of charity finance experience.





Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme
- Cycle to Work Scheme

Closing date for applications: 15 February 2026

First interview: 10/11 March 2026

Second interview: 16 March 2026

