



## Role Profile

<b>Job title</b>	Accounts Assistant
<b>Reporting to</b>	Head of Finance and Systems
<b>Has reporting</b>	None
<b>Starting Salary</b>	£18,090 - Grade B (Pro Rata) £10,854
<b>Duration</b>	Permanent Position - 21 hours a week
<b>Location</b>	Home Based and Findhorn Office

### Trees for life - context

The Trees for Life vision is of a revitalised wild forest in the Scottish Highlands, providing space for wildlife to flourish and communities to thrive. The Trees for Life mission is to rewild the Scottish Highlands by enabling the restoration of the globally unique Caledonian Forest which once covered much of Scotland. Integral to our success is the involvement of people.

### Our Values

Our values are at the core of our mission to rewild the Scottish Highlands, informing decisions large and small from the day-to-day running of our office to major conservation projects. We have shared these values so that our supporters, volunteers and partners can gain a deeper understanding of what drives Trees for Life.

### We are groundbreaking

We are an ambitious charity with a big mission. For over 25 years we have sought to bring innovation to conservation, and we continue to strive for new and ground-breaking ways to rewild the Scottish Highlands.

### We are collaborative

We are an open, friendly and cooperative organisation. We welcome and encourage collaborative working with other organisations, landowners and the wider community. We believe we can always achieve more through teamwork.

### We are pragmatic

We seek prudent, sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. Seeking a pragmatic approach safeguards our organisation and the work we undertake.



## Overall Purpose of the Job

To support the effective stewardship of, and accountability for, the charity's financial resources by accurately identifying, making, and recording monetary transactions onto the accounts system. This requires the use of supporting calculations and spreadsheets as necessary, following appropriate financial practices and procedures (and supporting other staff to do the same) plus ensuring the use of correct account codes.

## Key Liaisons

The key focal points for liaison are mainly staff (at both Findhorn and Dundreggan), Trees for Life consultants, Group Guides, alongside external contacts such as key suppliers and financial entities e.g. Banks, HMRC, Insurance brokers and supporters.

## Scope, Accountability and Resources

The Accounts Assistant:

- Ensures the accounting records are well-organised, with paper and electronic trails filed securely, and kept in accordance with legal requirements - charity activity only;
- Has access to online banking platforms and responsible for the charity pay run;
- Has access to sales platforms and databases and is responsible for recording charitable income (web sales, direct debits, etc);
- Supports the Finance and Data Officer in the management of the charity payroll.

## Key responsibilities

- Preparation of charity payments, including liaising with the bank to set up or change direct debits and standing orders as necessary.
- Charity petty cash management.
- Prepare purses/float advances for Group Guides of conservation weeks/days and record transactions and reconcile balances.
- Record all petty cash transactions each month for both the Findhorn office and Dundreggan Estate, ensuring adequate balance available in petty cash.
- Credit and Debit Card Management. Fraud prevention, data and passwords management, card provider liaison
- Cash and cheques management. Custody and deposit of cheques and cash.
- Financial information recording. Identify and record monetary transactions for the charity, carrying out supporting calculations and using spreadsheets and other software, as necessary.
- Check that all purchase invoices are correct and authorised appropriately.
- Actively liaise with established vendors and new ones in order to optimise expenditure.
- Appropriate tax and cost centre coding in line with project budgets.
- Record all staff salary and HMRC payments as detailed by Trees for Life payroll agents.



- Analyse and record the following types of income for the whole group: website income; direct debits; cash and cheques; and direct to bank payments including Charities Aid Foundation and standing orders.
- Raise sales invoices and contact clients about invoices that are overdue when necessary.
- Issue sales statements as appropriate.
- Bank reconciliation (Clydesdale, Triodos, Paypal, etc.) to balances/transactions on the accounts system.
- Payroll recording: salaries, pensions and taxes are reconciled and properly recorded.
- Budget maintenance: current budget is up to date in all accounting systems.
- Accounts Payable Maintenance: liaison with supplier accounts balances and control of debtors level.
- Accounts Receivable Maintenance: liaison with customers accounts balances and control of creditors level.
- Support to Finance Team: system design, reporting to third parties, insurance management and software maintenance.

## **Person Specification**

Overall, the postholder needs to be a competent bookkeeper, able to work relatively unsupervised, with keen attention to detail, accuracy and tenacity to achieve reconciliations and resolve queries. Is able to liaise and work well with others in Trees for Life and deal effectively and professionally with key external contacts (e.g. bank, HMRC, suppliers etc).

## **Knowledge & Experience**

- Professional knowledge of accounting terminology and practices (e.g. working towards NVQs/SVQs or Association of Accounting Technicians (AAT) qualifications or some equivalent experience).
- Working knowledge of current accounting packages (Quickbooks, Xero)
- Professional knowledge of charity and business legal/financial requirements e.g. for VAT returns, other HMRC requirements, record-keeping.
- Good working knowledge of and competent in the use of software packages: databases, Microsoft Office, Google Suite and Excel or Google sheets (advanced user).

## **Skills & Competencies**

- Attention to detail, methodical with tenacity to ensure accurate resolution of accounting queries and reconciliation work.
- Well-organised and committed to ensuring proper documentary records are established/maintained.
- Ability to think clearly and objectively, conduct complex analysis of data and provide/propose logical solutions to accounting problems or queries that arise.
- Ability to work independently and accurately with limited supervision.
- Complete discretion in dealing with confidential information.
- Numeracy and aptitude and enthusiasm for figure work.
- Ability to work to deadlines and prioritise tasks, managing own time as necessary.
- Ability to work as part of a team.



- Good interpersonal and communication skills, professional telephone and face to face manner with customer service orientation. Ability to write letters as and when needed.

## **Personal Attributes**

- Must be committed to the ethos and values of Trees for Life.
- Ability to develop processes and systems to ensure the timely and successful completion of tasks in an efficient manner.
- Willingness to learn and continuously seek enhancements to boost the organization efficiency and performance

## **Working conditions/ Special demands**

- Occasional out of hours working and occasional travel to our Dundreggan Estate.