

FINANCE OFFICER – Maternity Cover Fixed Term Contract
Salary – £29,443 PRO RATA £23,554

Shropshire Wildlife Trust (SWT) has a vision of a thriving natural world, where Shropshire's wildlife and natural habitats play a valued role in addressing the climate and ecological emergencies, and people are inspired and empowered to take action for nature. We combine projects across Shropshire (including Telford & Wrekin) with advocacy and campaigning to restore nature and to engage people. We manage over 40 nature reserves and have almost 50 staff, 300 volunteers, and over 9000 members. SWT is an autonomous charity, but we are increasingly working collectively, as part of The Wildlife Trusts (TWT), to ensure that our local actions have a national impact and help to address global issues

We are recruiting a Finance Officer for maternity cover to support the Head of Finance & Operations.

Key tasks include:

- Processing accounting transactions & recording financial data in our accounting system, in line with SWT Finance Policies.
- Ensuring that financial information is accurately logged in our Customer Relationship Management System, so Direct Debits and Gift Aid can be claimed promptly. This includes the administration of BACSTEL-IP payment services and BACS job submission software.
- Ownership and controller of the Sales Ledger
- Plus a wide and varied day to day list of tasks.

If you are highly numerate, have an eye for detail, and enjoy being part of a team, we would love to hear from you. Qualifications in accounting and experience working in a similar environment are desirable.

We are a friendly, enthusiastic team with a flexible can-do attitude, and if you think this role would be a good fit with your experience we would love to hear from you.

The post is a fixed term contract for 28 hours per week and we have an Agile Working Policy and generous annual leave allowance.

Shropshire Wildlife Trust is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo reference checks with past employers and Disclosure and Barring Service checks at the appropriate level.

The Trust is committed to building an equal, diverse and inclusive workforce we encourage applications from a diverse range of suitably qualified candidates. Please let us know if you require any adjustments to make our recruitment process more accessible.

As users of the disability confident scheme, Shropshire Wildlife Trust guarantees to interview all disabled applicants who meet the minimum criteria for a vacancy. We believe that inclusive recruitment practices will help to change attitudes, behaviours and cultures, fostering diversity within our workplace.



Closing Date 8th October 2025

Interviews to be held on 14th October 2025