



APPOINTMENT OF FINANCE ASSISTANT

Background

Lincolnshire Wildlife Trust operates across Greater Lincolnshire. It is aligned with 45 other Wildlife Trusts and the Royal Society of Wildlife Trusts, giving us a confident, national, and global voice beyond our local focus. Our vision is for a thriving natural world, with our wildlife and habitats playing a valued role in addressing the climate and ecological emergencies, and people inspired and empowered to take action for nature.

The UK is one of the most nature depleted countries in the world, with increasingly fragmented remnants of habitat isolated across our land and seas. The Trust has an ambition to change this. Our '30 by 30' objective is for at least 30% of land and sea to be actively managed for nature's recovery by 2030. Currently we estimate that just 7.5% of land and sea meet this target in Lincolnshire.

The charity has an annual turnover of circa £6M; is supported by over 27,000 members, 1,000 regular volunteers and around 90 members of staff. We engage, educate, and enthuse people about wildlife through our c.100 nature reserves, which receive over 800,000 visits per year, events, and education offerings and through our social media channels which have a following of over 25,000 with 600,000 users of our website.

General duties

Based at the Trust's headquarters, the Finance Assistant will provide support to both the Head of Finance and the Finance Officer in the financial management of the Trust. The post-holder will assist in the management of the purchase ledger, including ensuring the correct coding and authorisation of invoices. They will also input the information into the Trust's Sage accounting package. The full range of duties is set out in the job description (document J326-572).

Conditions of employment

This is a full-time permanent position. Despite the role being advertised as full-time, we are proud to operate a flexible working policy and encourage prospective applicants to discuss their requirements with us when applying for the role. The salary will be around £25,000 pa dependent on qualifications and experience. The hours of work will be 9am to 5pm. The annual leave entitlement is 23 days plus Bank Holidays and three privilege days at Christmas. In addition, a generous contributory pension scheme is offered, plus an enhanced sick pay scheme and life assurance. We provide an independent and confidential staff welfare support service and also operate a salary exchange system for childcare vouchers and a cycle to work scheme. We provide a rewarding and enjoyable working environment that is friendly and open to all.

Person specification

Requirements for the post are detailed in the person specification (document J326-573).

The person appointed will need to show good knowledge and understanding of administration and finances processes. The post-holder needs to have meticulous attention to detail and the ability to work on a variety of tasks simultaneously. Excellent communication (written and oral), teamwork, and people skills are necessary as is time management and forward planning.



Applications

Candidates should complete all sections of the application form provided and return it along with a short covering letter or email. Curriculum Vitae (CVs) will not be accepted as a substitute for the application form.

Completed applications should either be:

- emailed to hr@lincstrust.co.uk with the words "Finance Assistant" as the subject
- posted to the Chief Executive, Lincolnshire Wildlife Trust, Banovallum House, Manor House Street, Horncastle, LN9 5HF and the envelope marked 'Confidential'

to arrive no later than **noon on Friday 25 September 2026**.

Interviews will be held at our headquarters in Horncastle during week commencing 12 October 2026. Approved interview travel expenses of up to £100 will be paid. 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.

Only those candidates selected for interview will be notified. If you do not hear from us by the end of September, you should assume that your application has been unsuccessful.