

Hawk Conservancy Trust
Visitor Centre, Sarson Lane
Weyhill, Andover
Hampshire, SP11 8DY

T: 01264 773 850
F: 01264 773 772
E: info@hawkconservancy.org
www.hawkconservancy.org



Where the sky's the limit

Accounts Assistant

An exciting opportunity has arisen for an Accounts Assistant with the Hawk Conservancy Trust, working with the Finance Manager and as part of an established, enthusiastic and friendly team. Your role will be to ensure the high standard of the Trust's customer service is sustained throughout all communications with visitors, partners, suppliers and the general public.

Responsible to: Finance Manager

Responsible for: Bookkeeping

Hours: Part-time, 15 hours per week. Some evening hours may be required for a few events. Initially a 1-year contract.

Salary: Up to £10,000

About the Hawk Conservancy Trust

The Hawk Conservancy is an award-winning visitor attraction and conservation charity dedicated to the conservation of birds of prey and their habitats. The Trust has already enjoyed considerable success over the last 50 years and is ranked as the top attraction in Hampshire according to TripAdvisor. We are fortunate to be situated on a stunning 22-acre park with a range of facilities, including the Trust Shop and Feathers Restaurant. Our reputation for a friendly welcome and dedication to our birds and our visitors is central to our success.

Purpose and Objectives:

Supporting the Finance Manager in the provision of bookkeeping services, using Sage 50 and excel, including purchase and sales ledgers, bank and nominal reconciliations and the safeguarding of the organisation's finances and cost controls.

Promote the Hawk Conservancy Trust as both a visitor attraction and conservation charity to visitors, members, donors and supporters. To work towards the overall aim to increase visits to the Visitor Centre and increase support of the conservation work undertaken by the Trust.

Ensure that all communication is accurate, timely, and professionally represents the organisation.

Main duties and responsibilities:

Responsible to the Finance Manager and Chief Executive for the following;

- To run purchase and sales ledgers

CONSERVATION EDUCATION RESEARCH REHABILITATION

Hawk Conservancy Trust
Visitor Centre, Sarson Lane
Weyhill, Andover
Hampshire, SP11 8DY

T: 01264 773 850
F: 01264 773 772
E: info@hawkconservancy.org
www.hawkconservancy.org



Where the sky's the limit

- To perform week, month and year end reconciliations
- To deputise for the Finance Manager when necessary
- Liaise with external auditors as required on role specific aspects
- To supply telephone and booking support to the Office Team when necessary
- To contribute to the development of the Finance Team and to the overall teamwork of the Hawk Conservancy Trust

Accountabilities

- To all departments to ensure uninterrupted supply of good and services
- To adhere to the brand values and deliver a high standard of customer service
- Efficient, pleasant and professional manner in all communications
- Team work development

Skills

- Bookkeeping (min PQ AAT or equivalent)
- Trustworthy
- Computer Literate – MS Excel, Word, Outlook and Sage L50 essential; ability to quickly pickup other software (training will be given)
- Work well under pressure and handle conflicting priorities
- Organisational – task management
- Tidy and with good attention to detail
- Interpersonal
- Numerate and articulate
- Initiative taking
- Team player
- Adaptable and flexible

APPLICATION

Please submit a CV together with a covering letter, noting the role for which you are applying, to hr@hawkconservancy.org or by post to Human Resources, Hawk Conservancy Trust, Sarson Lane, Weyhill, Andover, Hampshire, SP11 8DY.

Closing date for applications: Saturday 20 March 2021

Please Note: the position is subject to DBS (Disclosure and Barring Service) check and references. Due to the location it is important to have your own transport

CONSERVATION EDUCATION RESEARCH REHABILITATION