



APPLICATION PACK

The UK Antarctic Heritage Trust is seeking a Trust and Finance Officer to provide proactive and comprehensive administrative support across the charity. You will work with our team to support the smooth running of our charity with a particular focus on finance and charity administration.

We are the UK Antarctic Heritage Trust. Our aim is to bring people closer to the wonder of Antarctica and its stories of human endeavour and in doing so, promote a greater understanding of this extraordinary place and the role we all have in protecting it.

We conserve Antarctic heritage by looking after six historic sites on the Antarctic Peninsula; we deliver a range of vibrant and creative public programmes; and work with Antarctic policymakers on issues related to heritage conservation.

By focusing on the layers of human history in Antarctica, we use their remarkable stories, in particular the lesser-known stories, to explore Antarctica and why it matters to us all, helping current and future generations to understand, value and protect this precious wilderness.

Our ambition over the next decade is to: safeguard British heritage in Antarctica; engage a growing and increasingly diverse audience with this heritage and the broader questions concerning Antarctica and use our expertise and influence to help secure a sustainable future for this most remarkable place on our planet.

Reporting to the Head of Finance you will be integral to the smooth and efficient running of our charity and trading company through the oversight of effective administrative systems and processes. You will be the initial point of contact for a range of external enquiries to the organisation, overseeing the effective running of administrative systems and processes and executing the day to day financial tasks of the organisation.

UKAHT is committed to equal opportunities and to learning how to increase the diversity of our people. We welcome applications from all suitably qualified persons and encourage applications from people currently underrepresented in the polar regions, including women in senior leadership positions, members of black, Asian and minority ethnic communities, people with disabilities and LGBTQI+ people. We also welcome flexible working arrangements.

THE OPPORTUNITY

Role Title:	Trust and Finance Officer
Reporting to:	Head of Finance
Hours:	part time 30hrs per week (equivalent to 4 days)
Salary:	£25,000 <i>pro rata</i>

JOB ROLE

The Trust & Finance Officer is an integral part of the UKAHT team and you'll be the key support to both the Chief Executive and the Head of Finance. With an interest in administration and finance you will be the 'go to' person for enquiries around procedural processes and finance. You will work closely with our small team and support them by providing, accurate information, practical support, and driving the flow of information through the team, ensuring our financial procedures are followed.

We're looking for somebody that is very organised, efficient and capable of simultaneously managing multiple priorities across different departments. They will have strong administrative and numeracy skills, be a good communicator and a flexible, hands-on attitude to any task. Most importantly, we need a team player with a positive, enthusiastic approach.

This part time role could suit, but is not limited to, an early career applicant, a parent returning to work, someone with good administrative skills and/or someone with an interest in finance, administration and retail that is looking to take their career in a new and interesting direction.

KEY RESPONSIBILITIES

Financial management:

- Raising purchase orders, processing purchase invoices and expenses and making payments.
- processing credit card payments and expenses.
- liaising with wholesale customers and processing sales.
- liaising with grant givers and processing inward grants.
- supporting monthly, quarterly and annual accounting cycles by providing data, producing reports.
- routine communication regarding financial information with regulators and banks.

Recruitment and HR administration:

- Preparing documentation and placing adverts.
- Organising interviews both in person and online.
- Processing documentation – new starter details, contracts and updating the HR system.
- Organising and booking staff training as required.
- Arranging DBSs for staff and trustees as required.

Retail:

- Placing orders for merchandise, monitoring stock levels and liaising with our fulfilment centre from online orders.

- Ensuring our retail management system is up to date and its data accurate, including stock takes, orders processing and database updates.
- Using the system to produce sales and performance reports.

Board of Trustees and Chief Executive:

- Arranging Board and committee meetings – securing dates, venue bookings, preparing and collating papers and presentations, taking minutes and facilitating actions.
- Coordinating Trust policy reviews and ensuring these are completed in a timely manner
- Organising team meetings, team awaydays and collating and sharing information and notes arising from those sessions
- Support the Chief Executive to include diary management and preparation of papers and presentations and reports.

Generally:

- Monitoring the generic sales@ email, office telephone and postbag and either dealing with enquiries or redirecting to the relevant colleague in a timely manner.
- Assisting the wider team with communications, retail, public engagement, operations and administrative activity as required
- Ensuring at all times the reputation of the Trust is maintained and enhanced through our work.
- Working flexibly with colleagues in the broader support of the aims of the Trust.
- Undertaking all of these with UKAHT values at heart and a high regard for both Health and Safety and Equal Opportunities.

SHARED RESPONSIBILITIES

As part of a team of Officers, you will have shared responsibilities to ensure UKAHT is maintained to a professional standard and these include monitoring generic email folders, providing cover for your colleagues, digital shared library and be a hands-on proactive and supporting team member helping out as and when required.

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE	ESS	DES
Knowledge and experience of basic financial processes	X	
Working knowledge of accountancy software, we use Xero and databases		X
Experience of organising and supporting meetings, incl minute taking	X	
Experience of working in the charity sector		X
Knowledge of bookkeeping		X
Experience in handling public enquiries	X	
Knowledge of charity governance		X

SKILLS, ABILITIES & ATTITUDE		
Excellent communication skills – written and verbal.	X	
Excellent customer service skills.	X	
High level of attention to detail.	X	
Excellent IT skills: MS Office applications, familiarity with databases	X	
Ability to analyse data and produce concise reports.	X	
Understanding of the need for professional confidentiality	X	
A committed team player with high levels of initiative.	X	
Flexible and adaptable.	X	
Self-motivated and able to work without direct supervision.	X	
Highly organised and efficient, able to work under pressure on a range of competing priorities.	X	
Committed to health and safety and the promotion of equality.	X	

TERMS

UKAHT is committed to providing excellent terms and conditions of employment for all employees.

Location	This position is based in our Cambridge office, where we operate a hybrid working model - a flexible blend of homeworking with essential office-based work at the office at High Cross, Madingley Road, Cambridge, CB3 0ET.
Salary	£25,000 <i>pro rata</i>
Working Hours	30 hours per week, Monday to Friday. You will also be required from time to time to work occasional evening and weekends for which you will be granted time off in lieu.
Holidays	25 days per year pro rata of paid leave plus the usual public holidays.
Expenses	All reasonable travel costs incurred as part of the role will be reimbursed as per UKAHT policy.
Probationary period	The appointment will be subject to a 6 month probationary period
Notice period	Upon completion of the probationary period, the period of notice will be eight weeks by either party.

HOW TO APPLY

Our recruitment and selection process aims to select the applicant whose skills, knowledge, and experience best match those set out in the specification and whose attitude and character fit our culture based on our organisational values.

To apply for this post, please upload your CV with a covering letter (no more than two sides of A4) via this link: ***BreatheHR**. You should demonstrate how you meet the key criteria within this job description.

*BreatheHR is our HR Portal - We will not accept applications outside of this process.

Deadline for applications is **Monday 19th September 2022 11:59 pm**

Interviews will be held **w/c 3rd October 2022 (by Zoom)**

Any informal queries about the role may be directed to Lisa Avis, Administration Manager
(lisa.avis@ukaht.org)