

Finance & Operations Manager – Isles of Scilly Wildlife Trust

Salary:	£45,000
Contract:	37.5hrs (FTE)
Job Purpose:	To take responsibility for the finance and operational systems of Isles of Scilly Wildlife Trust.
Responsible to:	Chief Executive
Responsible for:	Office Manager

Working relationships: Working closely with the Chief Executive and the rest of the Trust's management team. Responsible for staff and service suppliers.

Overview

The Isles of Scilly Wildlife Trust is seeking an experienced finance professional to lead its financial management and oversee the organisation's operational functions. This is a senior leadership role supporting the Trust's continued growth, financial resilience, and conservation mission. The position can be based remotely, with travel to the Isles of Scilly as needed.

Key Responsibilities

Financial Leadership (core responsibility)

- Lead all aspects of the Trust's financial management and strategy.
- Prepare budgets, cash flow forecasts, management accounts, and financial reports.
- Oversee payroll, VAT, pensions, supplier payments, invoicing, grant claims, investments, and year-end accounts.
- Ensure compliance with charity accounting standards (SORP).
- Support managers with financial information and budget management.

Operations & Organisational Development

- Lead Central Support Services including:
 - IT
 - Governance
 - Risk management
 - Health & Safety
 - GDPR compliance
- Improve organisational systems and performance.
- Lead business planning, project management processes, and performance monitoring.
- Oversee the Trust's journey towards net zero carbon.
- Strengthen organisational resilience, particularly given the challenges of operating on the Isles of Scilly.

People Management

- Line manage the Office Manager.
- Manage outsourced bookkeeping arrangements.
- Work collaboratively as part of the senior management team.

Essential Requirements

- Professional accounting qualification (ACCA, ACA, CIMA, CIPFA, AAT or equivalent), or near completion.
- Strong knowledge of charity finance and accounting.
- Experience producing management accounts, budgeting and financial planning.
- Strategic thinking and analytical skills.
- Experience leading organisational change and improving systems.
- Strong leadership, communication and relationship-building skills.
- Ability to work independently and manage competing priorities.

Desirable Experience

- QuickBooks.
- Donorfy CRM.
- Charity governance and compliance.
- Grant-funded organisations.
- Risk management.
- Project management.
- Capital projects.
- Leadership training.
- Working in partnerships or geographically remote locations.

Ideal Candidate

The successful candidate will be:

- A qualified (or nearly qualified) accountant.
- Collaborative and approachable.
- Highly organised with strong attention to detail.
- Comfortable working strategically while also managing day-to-day financial operations.
- Passionate about conservation and supporting the Trust's mission.
- Motivated to help a growing charity strengthen its systems and long-term sustainability.

What Makes This Role Unique

- Opportunity to join the senior leadership team of a respected conservation charity.
- Flexible full-time or part-time arrangement.
- Remote working (with some travel to the Isles of Scilly as required) will be considered.
- Broad influence across finance, operations, governance and organisational development.



- Chance to contribute to nationally significant conservation projects, including the Isles of Scilly Seabird Recovery Project.

Overall, this is a **senior finance leadership role with significant operational responsibilities**, suited to someone who enjoys combining strong financial stewardship with organisational improvement in a mission-driven charity.

If you have any questions, or would like to talk about this role, please contact jobs@ios-wildlifetrust.org.uk.