



Job Title: Finance Officer
Location: Remote in the UK (may require occasional travel within Wales)
Contract: Permanent, 0.4 FTE appointment
Hours: Part-time, two days per week, 15 hours
Salary: £13,580 (£33,951 per annum pro rata)

About us

Tir Dewi is a small, dedicated charity that provides vital support to farmers and their families throughout Wales during challenging times. Our trained volunteers and staff make a meaningful difference in assisting farmers to tackle a diverse range of problems. We are seeking a skilled and detail-focused individual to join our friendly team as Finance Officer.

The role

As Finance officer, you will:

- ensure that financial matters for Tir Dewi are compliant and handled responsibly.
- maintain Tir Dewi's financial records and to inform the CEO and board of trustees of the financial position through the preparation of management accounts, budgets and cash flows.
- provide the financial information required to inform funding returns and to aid Trustees in sound decision making.

Key responsibilities

- Prepare monthly management accounts and reports detailing Tir Dewi's financial status and performance to enable critical business decisions.
- Monitor and record income and expenditure ensuring the correct allocation of expenditure to the appropriate budget and where necessary, create documentation which records income and expenditure transactions.
- Prepare and present financial information and reports to colleagues, trustees and funders on both a routine and ad-hoc basis.
- Reconcile Tir Dewi accounts on an interim and monthly basis identifying any

anomalies that require further analysis.

- In liaison with Tir Dewi's accountants, process the monthly payment of salaries taking note of salary adjustments and allocating the expenditure to the appropriate categories.
- Process the payment of invoices and expenses after ensuring the appropriate authorisation.
- In partnership with Tir Dewi accountants, compile year-end financial information and reports for the Trustee Annual Reports and Accounts.
- Provide wider administrative support for Tir Dewi and by attending events when required.
- Assist in the administration of the Tir Dewi's databases.

Person specification

Essential

- Appropriate experience of working as a bookkeeper/finance officer
- Excellent analytical and numerical skills
- Experience of budget management, payment processing and financial reporting
- Strong IT skills especially of Microsoft Office (Outlook, Excel and Teams in particular)
- Excellent communication skills and an ability to communicate with confidence, tact and clarity with a range of individuals and groups
- Reliable, discreet and committed to maintaining confidentiality
- Self-motivated and comfortable working independently and as part of a small, remote team

Desirable

- AAT/ACA/ACCA/CIMA qualified or part-qualified
- Experience of working for a charity
- Ability to communicate in Welsh

How to apply

Please submit your CV and a covering letter outlining your suitability for the role to the CEO, Janine Griffiths-Baker, by email to Janine@tirdewi.co.uk

Applications will be considered as they are received.

13 October 2025