

## JOB DESCRIPTION

**JOB TITLE:** Head of Finance

**DATE:** September 2023

### OVERALL PURPOSE OF THE JOB

To efficiently and effectively manage the finances of Norfolk Wildlife Trust in accordance with the highest standards of good practice in the charity sector, ensuring that all financial and statutory obligations are met. To maximize the impact of NWT's financial resources and finance function enabling NWT to deliver impactful work, which meets the needs of internal and external stakeholders

**REPORTING TO:** Director of Finance and Support Services

**REPORTING TO JOB HOLDER:** Finance Manager

### OTHER WORKING RELATIONSHIPS

#### Within the organisation

Directors, managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role.

#### Outside the organisation

Staff within other statutory and voluntary organisations, auditors, bankers, HMRC, suppliers and other regulatory and advisory relationships.

### MAIN DUTIES

**Finance team leadership** – leading and developing the Finance team in a time of change, to deliver timely and high-quality finance support across the organisation.

**System development** – the development of accounting systems and processes which underpin clear, robust and high-quality financial reporting and decision-making.

**Proper recording** - Proper recording of, and accounting for, income and expenditure in compliance with the Trust's accounting policies, the Charity SORP and other regulations and statutory requirements.

**Financial controls** – ensure financial controls are strong and effective within the organisation and within the department.

**Timely and accurate information** – development and provision of timely and accurate financial information, analysis, and insight across the organisation, including income, expenditure, balance sheet, cash flow and budget holder information.

**Year end** – manage the year end process of preparation of statutory financial statements for the group and the audit process, ensuring review and adequate documentation of all aspects of the accounts.

**Banking** – manage the Trust’s day to day banking arrangements and ensure cashflow planning and management is effective.

**Grants, project and restricted funds** – ensure effective income and expenditure tracking processes are in place and applied and that accurate information is available to the managers of those areas on a timely basis.

**Financial planning** – assist the Director of Finance and Support Services in the long-term financial planning for the Trust and its subsidiaries.

**Budgets** – oversee and support the production a detailed annual budgets and forecasts.

**Monthly Management Accounts Reporting** – oversee the development and production of accurate and timely monthly reports

**Fixed assets and capital accounting** – ensure that accounting for capital and fixed assets is in place and meets both internal and statutory requirements.

**Investment Management** - manage the Trust’s portfolio of investments, working with investment managers and other advisers, ensuring that the portfolio meets the investment policy objectives. From time to time, ensure that the policy is reviewed and updated.

**Insurance** – working with the Estates and Facilities Manage, co-ordinate the Trust’s insurance requirements, liaising with insurance brokers over schedules and premiums and dealing with claims as and when they arise.

**Risk Management** - assist the Director of Finance and Support Services with the co-ordination of the Trust’s risk management approach, liaising with colleagues to compile the risk register.

**Continual Improvement** – seek to continually improve the finance function, building a strong and respected support service within the organisation.

**Personal development** - keep up to date on legislative requirements and regulations pertaining to financial management, remuneration, taxation, charities as appropriate, taking necessary action and advising the Director of Finance and others as appropriate

**Other ad-hoc duties** - undertake other ad hoc duties and projects as agreed with the Director of Finance and Support Services.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

Qualified professional accountant (CCAB or CIMA). Will consider Qualified by Experience subject to range and length of experience.

A track record in managing and developing the finance function within the organisation.

Strong team leadership skills.

A demonstrable ability and attitude to work corporately and collaboratively.

Strong technical accounting skills and statutory accounts production experience.

Ability to communicate complex financial and related information in a readily understandable format, both written and orally.

Technical knowledge and practical experience of Gift Aid, VAT and other regulatory issues.

Proficient in spreadsheets and MS Office.

Demonstrable ability to use financial software applications to drive the efficiency of the team.

Good planning skills.

Satisfactory DBS check.

### **DESIRABLE REQUIREMENTS**

Experience of new finance ledger implementation.

Knowledge of charity accounting.

Knowledge and experience of financially managing grant applications, projects and restricted funds.

Experience in cash and investment management.

Experience with charity membership accounting.

Experience in intercompany accounting.

An interest in wildlife conservation.

### **LIMITS OF AUTHORITY**

Take decisions that will affect the Trust's finances.

Sign agreements and correspondence.

Responsible for managing the Trust's cash and bank accounts.

Make payments and handle cash.

Access to highly confidential business and personnel information.

### **HEALTH AND SAFETY**

Adhere to the Trust's Health and Safety Policy, ensuring that all reasonable care is taken to ensure a healthy and safe working environment.

Personal risk assessment provided with contract and reviewed annually as part of Annual Appraisal.

### **NORFOLK WILDLIFE TRUST**

**Sept 2023**