

# Head of Finance

## Job Application Pack

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## 1.0 APPLYING FOR THIS POST

Please read all the pack information that follows.

If you feel you meet the job specification and job requirements, you are welcome to apply.

Applications must be made using the application form provided. Additional information can be submitted, for example a CV, but the application form must be completed thoroughly and not include 'refer to CV' as the only answer in the question boxes.

Deadline for applications is 8<sup>th</sup> March 2019 by email to: [hilarymacmillan@vwt.org.uk](mailto:hilarymacmillan@vwt.org.uk) or by post to:

The Vincent Wildlife Trust, 3 & 4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for the week of 25<sup>th</sup> March. If you do not hear from us by 22<sup>th</sup> March, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

## 2.0 BACKGROUND TO THE TRUST

The Vincent Wildlife Trust is an independently funded charity that has been at the forefront of wildlife conservation for over 40 years. Our work focuses on mammals at risk in Britain, Ireland and increasingly mainland Europe. Currently the Trust's research is centred on the rarer bats and the smaller mustelids, including pine marten, polecat and stoat.

VWT's strategic aims are:

- To promote the conservation of mammals through a greater understanding of their ecology
- To conserve mammals through the practical management of strategically important sites
- To advise on the needs of mammals within habitats and landscapes, working with others where appropriate
- To undertake and publish innovative applied studies on mammal species.

More detailed information is available on our website: [www.vwt.org.uk](http://www.vwt.org.uk)

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### 3.0 JOB DESCRIPTION

**Grade/starting salary:** Grade 4 (31,000 - 41,200)

**Location of Job:** Bronsil Office, Eastnor, Ledbury

**Responsible to:** CEO

**Job Purpose:** To ensure financial objectives are met and that all parts of the VWT enjoy a first-class financial support service.

To undertake Company Secretary duties on behalf of the CEO/Trustees and to be the key liaison point with external financial and business suppliers.

#### **Main duties:**

Prepare quarterly management reports and accounts, year-end accounts, budgets, income, expenditure and cash flow forecasts and ad hoc management reports in an effective and timely manner. Oversee the nominal ledger, purchase ledger and sales ledger to include checking of control accounts.

Prepare and monitor budgets and forecasts in liaison with managers and CEO. Interpret financial information and support the CEO and project staff with financial breakdowns and claims for funders and project partners.

Maintain accurate and up-to-date financial records and comply with all statutory and regulatory requirements, including charity regulatory bodies in Britain and the Republic of Ireland, HMRC and the Irish Revenue.

Liaise with banks and investment managers as appropriate, prepare investment performance reports and carry out general investment administration tasks.

Ensure that the Annual Accounts and Report are prepared and comply with regulations, in liaison with auditors.

Oversee the payroll and pension schemes in Britain and Ireland.

Manage the Trust's assets, including arranging relevant insurances.

Responsible for line managing/developing a member of staff.

#### **Additional Company Secretary Duties**

Complete statutory returns for Charity Commission, OSCR, CRA, ENTRUST and Companies House.

Liaise with board members and attend board meetings and take minutes.

Assist in preparing papers for board meetings.

Oversee VWT policies and make sure they are kept up-to-date and referred to the CEO for approval. Review financial policies and manuals.

Monitor changes in relevant legislation and the regulatory environment and report to CEO/Trustees.

**Due to the nature of this post, a high level of confidentiality and discretion is Required.**

## **Other duties**

### **Office, training and personnel**

Attend such training courses as is required in discussion with the CEO

Be familiar with and abide by the Trust's policies and procedures.

### **General**

Carry out other duties as from time to time required by the Trust and support other staff if all hands on deck needed.

Present a friendly, professional, competent and tidy personal image.

Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances.

## **4. TRAINING AND DEVELOPMENT**

As part of its commitment to investing in its people, The Vincent Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust.

## **5. OUTLINE CONDITIONS**

This post is full time 40 hours per week. Core hours of employment will be Monday to Friday 9.30am to 2.30pm - flexibility outside of these hours is permissible according to personal preferences and in liaison with the CEO. Due to the nature of the Trust's work, evening or weekend work is sometimes necessary for which time off in lieu is given. A contributory pension scheme is in operation and the post holder is entitled to 25 days paid leave per year in addition to public holidays. The post holder must have access to a car and will be reimbursed for travel costs.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

### **Value statement**

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personal annual appraisal.

## **6. IDEAL CANDIDATE PROFILE**

### **Qualifications**

Qualified accountant preferred. Will consider part-qualified with relevant experience  
Driving licence

### **Experience and skills**

#### **Essential**

Experience of financial and management accounting  
A sound grasp of corporate governance issues  
Experience of using Microsoft Office applications  
Excellent communication skills

#### **Desirable**

Experience of charity finance  
Knowledge of Sage (or another accounting system)  
Knowledge of payroll

### **Personal qualities**

Integrity and discretion  
Strong interpersonal skills including ability to work well in a team.  
Enthusiastic and self-motivated with initiative and drive  
Well-organised with good attention to detail  
Committed to self-development, keeping relevant skills and knowledge up-to-date

## **7. OFFICE LOCATION AND TRAVEL REQUIREMENTS**

The Head of Finance post is based at the Trust's Head Office near Ledbury, Herefordshire. The post holder will need a car for business use. Travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle may be possible for longer journeys.