

Role Profile

Job title	Head of Finance and Resources
Reporting to	Chief Executive Officer
Has reporting	People and Resources Manager, Finance and Data Officer, Finance Assistants
Starting Salary	£38,763
Duration	Full Time, Permanent,
Location	Findhorn and Home Working
Deadline for Applications	November 1st 2021, 9am

Trees for Life

The Trees for Life vision is of a revitalised wild forest in the Scottish Highlands, providing space for wildlife to flourish and communities to thrive. The Trees for Life mission is to rewild the Scottish Highlands by enabling the restoration of the globally unique Caledonian Forest which once covered much of Scotland. Integral to our success is the involvement of people.

Our Values

Our values are at the core of our mission to rewild the Scottish Highlands, informing decisions large and small from the day-to-day running of our office to major conservation projects. We have shared these values so that our supporters, volunteers, and partners can gain a deeper understanding of what drives Trees for Life.

We are groundbreaking

We are an ambitious charity with a big mission. For over 25 years we have sought to bring innovation to conservation, and we continue to strive for new and ground-breaking ways to rewild the Scottish Highlands.

We are collaborative

We are an open, friendly, and cooperative organisation. We welcome and encourage collaborative working with other organisations, landowners and the wider community. We believe we can always achieve more through teamwork.

We are pragmatic

We seek prudent, sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff, and above all to Scotland's wild forest. Seeking a pragmatic approach safeguards our organisation and the work we undertake.

Overall Purpose of the Job

Trees for Life has grown significantly in scope and size in recent years and sound, efficient and effective financial and human resources management and systems are essential in ensuring that the organisation can continue to develop. The overall purpose of this post is to have responsibility for finances, human resources, financial systems and other organisational systems within the charity.

The key purpose is to lead and manage the finance and resources teams with a special focus on developing, implementing and constantly refining Trees for Life's financial management systems to ensure they are effective and fit for purpose as the organisation grows.

Additionally, the post-holder has an important supporting role in ensuring TfL's projects and programmes are properly budgeted and that all aspects of project funding and associated running costs are included.

Key Liaisons

The key focal points for liaison are the CEO, senior managers, project managers, Board of Directors and all Trees for Life staff. The role line manages the People and Resources Manager, Finance and Data Officer and two part-time Accounts Assistants.

Externally, the post liaises with external accountants, auditors, tax and investment advisors, HMRC, IT consultants, and payroll providers.

Scope, Accountability and Resources

The Head of Finance and Resources is the primary person responsible for all financial matters within TfL, working across all teams to ensure robust and transparent financial management practices are adopted and adhered to. The role is also responsible for reporting on the financial performance of the organisation to the Board of Directors and any relevant subgroup.

The role is also responsible for the financial management and reporting of Trees for Life Enterprises Ltd which is an arms-length business responsible for the Rewilding Centre at Dundreggan.

This role oversees the development and implementation of human and organisational resources and systems to ensure an effective and efficient organisation. Systems include those relating to internal communications, information management, and file management and storage.

The Head of Finance and Resources manages the People and Resources Manager, Finance and Data Officer, and two Accounts Assistants.

This post has responsibility for the Finance and Systems budget. The human resources budget is delegated to the People and Resources Manager.

Key responsibilities

Financial Systems and Budgeting

- Adapting and managing the financial management system so it fulfills the needs of the charity and subsidiary business.
- Producing and updating the annual budget for TfL, based on past performance and projected activity.
- Assisting in the production and monitoring of the annual Rewilding Centre budget, ensuring that it is realistic and issues are reported to the CEO in a timely manner
- Producing an organisational cash flow to allow effective financial planning and use of resources.
- Ensuring the financial system and structure, including cost centres, chart of accounts, and coding allows accurate tracking of finances and allocation against spending categories and tax codes.
- Review and update financial policies and procedures to ensure they are fit for purpose.

Strategic Financial management

- Production of Financial (and other relevant) reports for the Board and any appropriate sub-group.
- Production of a monthly 'finance dashboard' for senior management to allow tracking of progress against budget.
- Production of quarterly management accounts with regular forecasting of cash flow and the budget.
- Supporting staff in providing financial reports to external funders.
- Production and submission of financial information for grant claims for multi-year programmes to major funders.
- Specific financial analysis of projects and activities to enable decision-making within TfL.
- Providing financial reports for budget holders, and ensuring that budget holders monitor and manage their budgets effectively.
- Working with the auditors to produce the annual accounts for approval by the Board.

Financial Management and Administration

- Ensure the management of bank and investment accounts is optimised to maintain a balance between liquidity and investment returns.
- Overseeing the management of all bank and investment accounts.
- Ensure income and expenditure are recorded and reconciled following agreed procedures.
- Ensure payroll is managed effectively and regulations are followed, including payments, reconciliation, tax, and pensions.
- Manage cash flow, investments, and assets to ensure effective funds and asset management.
- Ensure that there is insurance cover for assets and that it is appropriate and economical

Tax and Legal Compliance and Management

- Maintain an overview and keep up to date with all legal regulatory requirements relating to finance and insurance, ensuring they are adhered to.
- Stay up to date with all tax requirements, especially ensuring VAT, corporation tax, and GiftAid are optimised for the charity's benefit.

- Classify all Trees for Life income streams against their VAT status, recording all decisions in detail, providing a narrative for the decision taken.
- Reporting to HMRC, ensuring all annual returns are completed and VAT returns submitted on time and are error-free.

Audit management

- Prepare accounts for audit, providing all documentation and access to all required information.
- Liaise with the auditors to ensure it is completed efficiently and on time.
- Adopt any recommendations made by the auditors following their annual review.

Internal Support and Oversight

- Support project development and fundraising by overseeing budget development for specific projects and activities
- Ensure all aspects of the cost of a project, including support costs, are included in project budgets.
- Develop a robust and transparent method of calculating the full cost recovery (contribution to running costs) of any project.
- Ensure the fundraising teams have accurate financial information that is available in an easily understandable format and received in a timely manner.
- Approve any out-going funding proposals from a financial perspective.
- Undertake financial analysis of any function of the charity to assess its performance.

Systems

- Ensure that all organisational systems (file management, internal communications, email, etc) are fit for their purpose, secure and that staff are trained to use them.
- Act as the strategic lead within the management team for business systems, ensuring the best systems are used, security is maintained and staff are competent in using them to ensure business efficiency, effectiveness, and growth.
- Ensure that all aspects of IT software and hardware, including cybersecurity, account management, policies, and procedures are fit for purpose.

Management

- Manage any external support provided by contractors or consultants.

Human Resources

- Manage and support the People and Resources Manager.
- Support the development of effective policies and procedures through this manager.
- Oversee how Reward and Recruitment are implemented within the charity.
- Work closely with the People and Resources Manager to oversee payroll management is done diligently and *punctually*.

Senior Management Role

- Act as a member of the Strategic Implementation Group and Operations Team, to take joint possibility for the development and implementation of the Operational Plan, effective

management of the organisation through the development and promulgation of corporate policies and procedures; helping to embed the ethos, values, and culture of the organisation.

- Act and behave in accordance with the agreed ways of working of senior managers in Trees for Life, respecting confidentiality, group decisions, and the role of the CEO and Board.
- Managing, leading, and motivating team members with integrity, energy and respect.
- To follow Trees for Life's core values and ensure they are followed by all team members.
- To conduct other work, as necessary and requested by the Chief Executive Officer and board of directors.

Person Specification

The postholder must be highly experienced in financial management, systems and reporting, and be able to manage a committed team effectively, to bring out the best in each person and the team. The postholder should have the following key characteristics:

- A professional with an accountancy qualification (CCAB) or equivalent experience in practice.
- An understanding of the financial frameworks within which a charity operates, preferably with the first-hand experience necessary.
- An understanding of human resources policies and procedures, with demonstrable experience in their application and best practice knowledge.
- Use of Quickbooks or other financial packages and payroll systems.
- Financial management of a medium sized organisation, preferably in the third (charity) sector.
- Experience of taxation in, ideally in a charity setting, including VAT, Corporation Tax and GiftAid.
- Experienced in managing and developing staff to support their growth.
- A commitment to authentic leadership by modelling positive behaviours, enabling confidence from employees.

Knowledge & Expertise

- Knowledge of relevant legislation relating to finance management and business systems.
- Knowledge of SORP, charity law, VAT, Corporation Tax and GiftAid.
- Expertise in developing and implementing financial and business systems across an organisation.
- Expertise in developing and managing budgets for projects.
- Proven experience in using data for organisational and workforce planning.
- Practical experience of managing teams and individuals in a variety of roles and levels.

Skills & Competencies

- Competent using a range of software, including G:suite, slack, Microsoft Word, Excel, PowerPoint and accounting software packages, especially Quickbooks.
- Ability to present complex numerical information in an understandable format.
- High level of interpersonal skills is of paramount importance, as are excellent written and verbal communication skills with the ability to produce concise, clear and effective reports.
- Capable of assessing complex issues and developing solutions.
- Identifies gaps in current organisational capabilities and takes action to address these.
- Ability to maintain effective communication throughout the organisation and with external bodies.

- Excellent logistical and planning skills.

Personal Attributes

The postholder will be the financial gatekeeper for the organisation and is expected to be able to build rapport with key members of the team, while having the ability to be firm and decisive in their field of expertise.

Within their team the postholder should be able to foster a culture that encourages and stretches people to achieve high standards.

The postholder is likely to be dynamic and resourceful, able to work flexibly and under own initiative.

Working conditions and special demands

- Be able to work in open office environment/hot desk
- Be flexible to business needs - occasional out of hours working
- Attend training for skills not already acquired and undertake any other trainings required for the safe and smooth running of the charity.
- Working between different locations and remote areas occasionally.
- All post holders are required to be flexible with regards to their job description so that the organisation can adapt to new opportunities and priorities over time.