



**Herts &
Middlesex**
Wildlife Trust



Head of Finance

Recruitment Pack

Creating a **wilder** Hertfordshire and Middlesex

Recruitment Pack Contents

- 1 Message from the Chief Executive
- 2 About the role
- 3 Recruitment and selection process
- 4 About Herts & Middlesex Wildlife Trust



Staff Team © Lesley Davies

1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

The Head of Finance is a pivotal role for the Trust, providing leadership in financial management and planning. You'll also play a leading role in strategy and policy setting as part of the Senior Management Team and will lead a small team of staff and volunteers. You will work closely with our Honorary Treasurer, leading the Trust's Finance & Resources Committee for the executive team. Ideally you will have experience in charity financial management.

We are looking for a leader with a high technical knowledge and who is solutions-focussed and who has the desire and ability to inspire and guide colleagues across the Trust.

This role is for someone who wants to have a positive impact on the natural world and help drive the Trust forward. If you feel you have the knowledge and experience we need and would like to be part of a team of staff and volunteers who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive



2 About the role

Title	Head of Finance
Reports to	Chief Executive
Responsible for	Management Accountant (part time), Finance Officer (full time), volunteers who support the Finance Team
Work base	<p>The Head of Finance is based at the Trust's offices at Grebe House, St Albans, AL3 4SN. We are based in the Verulamium Park, within easy walking distance of the city centre, and rail and bus connections.</p> <p>The Trust supports flexible and hybrid working. In order to get to know the staff and volunteer team, and provide guidance and support, you would need to attend the office regularly.</p>
Hours	Between 30 and 37.5 hours per week will be considered.
Employment Term	Permanent
Salary	<p>£45,278 FTE (SCP 40) (pro rata for less than 37.5 hours) plus contribution to pension auto-enrolment.</p> <p>There may be some flexibility with the salary if a candidate demonstrates an increased level of experience.</p>
Job purpose	<p>The overarching role of the Head of Finance is to lead financial management and forecasting across the Trust ensuring sound financial practices. They are responsible for managing, controlling, and reconciling all financial matters and for developing financial systems, policies, and procedures.</p> <p>The postholder must support and develop a positive team culture. They are expected to uphold the Trust's values and expected behaviours and to act as a positive role model for staff, volunteers, and external stakeholders through a professional, collaborative, and engaging approach.</p>

Main responsibilities

As a member of the Senior Management Team, the Head of Finance will demonstrate leadership across the Trust to our staff, volunteers, and partners. They will contribute to the Trust's overall direction through the development of the strategy, financial planning, policy setting and risk management.

The specific role of the Head of Finance is to:

1. Provide leadership across the Trust on financial matters, including financial forecasts, budgetary planning and, management, financial strategy, policy development and investments.
2. Lead, motivate and manage the Finance Team and volunteers.

3. Act as the executive lead for the Trust's Finance & Resources Committee working closely with the Honorary Treasurer. Support the Chief Executive in reporting to and advising our Board of Trustees
4. Develop and implement the financial policy and procedural framework, ensuring compliance with legal and statutory requirements.
5. Manage the Trust's financial management and accounting systems (Sage Line 50). Oversee all book-keeping, to include month-end processes, management accounts, balance sheet reconciliations, fixed assets, cash flow statements and monitoring cash balances.
6. Manage the annual statutory audit and coordinate the preparation of annual statutory financial statements.
7. Manage and monitor the Trust's financial investment and banking relationships.
8. Oversee the Trust's procurement processes to ensure compliance with policy and best value, leading partnership working with other Wildlife Trusts.
9. Manage the VAT accounting including the submission of returns via Making Tax Digital. Manage the recovery of relevant Gift Aid. Monitor any changes to regulations that may impact the Trust.
10. Ensure accurate administration of staff payroll and the Trust's workplace pension scheme.
11. Compile and monitor financial returns to statutory authorities such as HMRC, Charities Commission and Companies House.
12. Oversee fund accounting, including restricted, unrestricted, and designated funds, monitoring compliance with external funders' requirements. Support bid applications with appropriate costings and monitor overhead recovery.
13. Carry out all other duties as may from time to time be determined by the Chief Executive.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

	ESSENTIAL	DESIRABLE
Personal qualities	<ul style="list-style-type: none"> • Attention to detail and strong analytical skills while able to see the bigger picture. • Strong interpersonal skills. • A pro-active approach to problem solving. • Aptitude for collaborative working. • Ability to work on own initiative as well as working as a member of a team. 	

Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Qualified accountant with 5 years or more post qualification experience. • Experience in establishing and maintaining financial systems, standards and controls. • Knowledge of company and charity law, tax, and VAT regulations. • Preparation and reporting of management accounts, including narrative summary highlighting key issues • Strategic financial planning. • Strong skills in computer literacy, including accountancy packages and databases. • Experience of management and development of staff and volunteers. • Experience of work planning, scheduling, monitoring, and reporting. 	<ul style="list-style-type: none"> • Experience of using SAGE. • Experience of financial policy development and implementation. • Experience of the charity sector including charity law and SORP. • Experience of financial investments.
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Conditions

- A commitment to Equality, Diversity and Inclusion and to the Trust's values.
- The role is based at our offices in Grebe House, St Albans, but travel to other locations across the area may be required and occasional travel to national or regional meetings and conferences may be necessary for the role.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- The role may involve occasional weekend or evening work, for example helping with support or member events.
- Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.
- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.
- A probationary period of 6 months applies.

How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here -

<https://www.hertswildlifetrust.org.uk/jobs/benefits>

How to apply

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

You can arrange a call to discuss this opportunity with Lesley Davies, Chief Executive, by emailing recruitment@hmwt.org.

When you are ready, please send us a copy of your CV with a supporting statement (max 2 sides of A4) to recruitment@hmwt.org by **9am on Friday 8 November**.

The supporting statement should clearly set out your skills and experience with reference to the job description and person specification. Please ensure that you include your qualifications and your notice period.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

Selection Process

We will be contacting shortlisted candidates by close of play **Monday 11 November**.

Shortlisted candidates will be invited to an interview at our offices in St Albans on either **Wednesday 13 or Thursday 14 November**. All applicants will need to be available for interview on one of these dates. If you are unable to make either of these dates, please email recruitment@hmwt.org to discuss with us before submitting your application.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- A satisfactory DBS check at the appropriate level (if the role is eligible)
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history
- Relevant qualification certificates to verify information provided (if applicable)
- Proof of identity and confirmation of the Right to Work in the UK
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified

priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website hertswildlifetrust.org.uk.

To view the Wildlife Trusts national website visit wildlifetrusts.org.



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“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.”

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts

The Hertfordshire and Middlesex Wildlife Trust Limited (Herts and Middlesex Wildlife Trust), a registered charity in England and Wales (239863). A company incorporated and registered in England and Wales (company number 816710). Registered address Grebe House, St. Michael's Street, St. Albans, Hertfordshire, AL3 4SN.