

JOB DESCRIPTION

JOB TITLE	Head of Finance
TEAM	Finance and Resources
GRADE	F
RESPONSIBLE TO	Director of Finance and Resources

OVERALL ROLE

The postholder will take a lead role in delivering and developing key elements of Dorset Wildlife Trusts financial management and provide essential support to the Chief Executive, Director of Finance and senior management team at a time when DWT is developing new project and business opportunities requiring significant financial input and analysis.

MAIN RESPONSIBILITIES

Financial Management

- Preparation of the annual consolidated financial statements for the charity and its subsidiaries for audit and approval by Council.
- Ensure all statutory financial and tax regulations are complied with and all VAT, tax and pension obligations are met on time.
- Oversight of the management, development and maintenance of DWT's accounting and payroll systems, ensuring best practice and reducing the risk of financial fraud.
- Lead the preparation and presentation of quarterly management accounts to the Chief Executive (CE), Director of Finance and Resources (FD).
- Preparation of timely financial management information for trustees, Chief Executive, senior management team (SMT) and relevant committees with analysis and commentary providing clear oversight of DWT's financial performance.
- Work with Directors, budget holders and project managers to ensure all project and fund accounting is accurate and, where relevant, restrictions are accounted for correctly.
- Work with the Directors and budget holders on the preparation of the annual budgets in line with the strategic plan and monitoring of performance against budget targets.
- Manage DWT's cash flow and bank accounts, authorizing payments and transfers.

Development

- Support the Chief Executive in providing business development support, including management accounting and financial analysis for project and commercial development.
- Lead the design and development of a Financial Management Manual for Dorset Wildlife Trust to provide financial management guidance and instruction to budget holders and project managers.
- Ongoing development of financial management systems for Dorset Wildlife Trust, including financial reporting structures and training.

Communications

- Report on activities to Directors, Chief Executive and Dorset Wildlife Trust Committees as required.
- Provide reports and updates to budget holders and project managers as part of

monitoring funds.

Specialist knowledge

- Maintain oversight of current legislative requirements, regulations and Charity Commission guidance and best practice pertaining to charity accounting including financial reporting, taxation and pensions.

Personnel responsibility

- Provide line management of staff delivering the Finance operational functions.

Team work

- Provide leadership, guidance and expertise on financial operations and developing team skills and strategy.
- Contribute to decision-making on other key organisational issues as required
- Contribute to the development of the charity's longer-term strategic vision.

Other Duties

All staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager or Chief Executive;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;
- Support a culture of DWT membership recruitment within the team.
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Some evening and occasional weekend working may be required with time off in lieu.

Dorset Wildlife Trust operates a flexi-time and hybrid working scheme enabling staff to adjust working hours and patterns to suit personal commitments. Staff are allocated a main place of work with an option of hybrid working arranged on a case by case agreement with the relevant Manager.

PERSON SPECIFICATION

Area A Knowledge and Experience

The post holder will be expected to have relevant experience in the following essential areas:

- Preparation and presentation of management accounts at project and fund levels.
- Analysis and interpretation of financial information.
- Development and implementation of financial management systems and controls.
- Legal and regulatory frameworks governing charities and companies.
- Annual financial reporting requirements of charities and companies.
- VAT including as applicable to charities, and Gift Aid.
- Budgeting and monitoring for charities.
- Knowledge of grant funding systems and claims procedures.

Area B Skills/Qualifications

The post holder will require the following skills/qualifications:

- Qualified accountant/management accountant represented by membership of an appropriate professional body, or at least 5 years' experience at this level.
- Good communication, both written and oral.
- Ability to present financial information and explain complex financial concepts and data to non-accountants.
- Attention to detail essential.

Area C Personal Qualities

- A team player willing to work with an established team.
- Honesty, integrity and confidentiality.
- Enthusiasm and self-motivation.
- Calmness under pressure.
- Methodical approach to work.
- Ability to work quickly and accurately.
- Good communications skills with staff at all levels.