# Job Description

## Identification of Job

### Job Title

Head of Finance

### Function

Corporate Services

### Responsible to

Director of Corporate Services

### Responsible for

Finance Manager

### Budgets Held

Responsible for the overall National Forest Company budget of c£6m under the direction of the Director of Corporate Services

## Overall Purpose of Job

To lead on the management of all aspects of the finance function, including production of group interim and annual financial statements for the NFC and its trading subsidiaries; cash management, procurement, payroll and pensions. This includes all internal reporting and financial planning, working with and supporting budget holders, the wider management team, Audit and Risk Committee and the Board of Trustees.

To work closely with the Director of Corporate Services and Senior Leadership Team to develop strategic financial initiatives to support financial forecasting, goal setting and financial planning.

## Main Responsibilities

### Finance

1. Produce interim and annual financial statements that comply with the requirements of the FRS 102 SORP *Accounting by Charities* issued by the Charity Commission.
2. Produce financial statements for the NFC’s trading subsidiaries.
3. Agree with Audit and Risk Committee (ARC) the accounting policies and significant judgements to be applied when producing the annual financial statements.
4. Actively lead on year end, preparing all information and supporting documentation for the annual audit, and liaise with the National Audit Office, the NFC’s external auditors.
5. Sign off the monthly management accounts prepared by the Finance Manager prior to sending to budget holders and the Senior Leadership Team.
6. Prepare quarterly finance reports for ARC and the Board.
7. Work closely with the Director of Corporate Services and Senior Leadership Team on the preparation of the annual budget, aligning this with Defra’s Resource Allocation Model (RAM).
8. Liaise with designated budget holders to set, monitor and re-forecast budgets to deliver value for money, whilst meeting Corporate Plan objectives. Challenge assumptions on financial issues where appropriate.
9. Work with the Director of Corporate Services on implementing the investment and reserves policies, as approved by ARC.
10. Fulfil the accounting and reporting requirements to Defra including supplying financial data for Defra’s consolidated group accounts, quarterly management information reporting, preparation and submission of grant in aid claims and other ad hoc monthly returns.
11. Work closely with team members on the preparation of restricted project funding bids, maximising core cost recovery. With successful bids, liaise with project managers on financial project accounting and reporting.
12. Draw down Grant in Aid and other funds from Defra in accordance with agreed profile. Review and update drawdown profile as necessary ensuring that Defra cash balances held are within the permissible limits

### Systems

1. Contribute to the development and management of financial systems and procedures that enhance the efficiency and effectiveness of the charity. This includes working with the internal auditors, external advisors and partner bodies.
2. Maintain, review and continuously develop financial accounting systems, processes and reporting (SAGE50); including payroll and pensions administration, banking, accounts payable, accounts receivable, credit control, ensuring the charity maximises returns from opportunities such as gift aid and VAT.
3. Establish and maintain appropriate systems to support the generation, recording and monitoring of restricted and unrestricted income from various sources.
4. Ensure compliance with controls and procedures for good procurement practice, including leading on tendering, awarding contracts and having oversight of purchase orders, liaising with the team as necessary to deliver value for money.

### Payroll and Pensions

1. Oversee and sign off monthly payroll including liaison with Civil Service Pension Scheme administrators.
2. Review the annual pay award published by Defra and agree its application for NFC staff, in consultation with the Director of Corporate Services and the Chief Executive.
3. Work closely with the Director of Corporate Services, and Remuneration Committee as necessary, on the implementation of the Chief Executive’s pay award, in line with the recommendations from the Senior Salaries Review Body report.
4. Ensure accuracy and timely submission of the monthly pension interface and make payments in accordance with Cabinet Office rules.
5. Prepare and submit the Annual Assurance Statement for sign off by the Chief Executive.

### Corporate development

1. Support the Director of Corporate Services across other areas of corporate services activity including governance, risk management, business continuity, facilities management and sustainability reporting.
2. Line manage the Finance Manager to ensure the efficient processing of transactions and smooth operation of the Finance function.
3. Be an active member of the Corporate Services Team, contributing to the effective running of the organisation, improving systems and demonstrating the NFC’s values.
4. Support ARC and the Board of Trustees as required.
5. Deputise for the Director of Corporate Services as necessary and undertake other relevant duties as required.

## Benefits of working with the NFC

### Salary

This is a full time, permanent post of 37 hours per week. The successful candidate will be appointed within the Grade 7 salary range of £51,626 to £58,876.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 5.45% to 7.35% dependent on your salary. The current employer contribution rate is c28.97% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
* **Discounts for gym membership**
* **High street and online retail discounts**
* **Headspace App Subscription**

### Travel

The post-holder may need to travel to various locations for meetings, seminars, and conferences. Where the postholder incurs any costs for travel, mileage is reimbursed.

## Person Specification

|  |  |
| --- | --- |
| **Experiences and Qualifications** | **Essential (E) or Desirable (D)** |
| Qualified accountant with at least five years’ relevant experience. | E |
| Senior charity sector experience including production of charity SORP compliant group accounts and monthly management accounts. | E |
| Experience of strategic financial management at a senior level within a public sector organisation. | D |
| Financial management of complex restricted funded projects | E |
| Experience of developing relationships with Trustees, auditors and external advisors to improve practice. | E |

|  |  |
| --- | --- |
| **Knowledge** | **Essential (E) or Desirable (D)** |
| A good understanding of key charity finance issues including unrestricted and restricted funds, tax, investment, risk and fraud. | E |
| An understanding of public sector internal and external audit arrangements. | D |
| Knowledge of charity trading and gift aid arrangements. | E |

|  |  |
| --- | --- |
| **Skills** | **Essential (E) or Desirable (D)** |
| Good written and oral communication skills including the ability to interpret financial data and provide clear narrative in papers and reports. | E |
| Ability to effectively prioritise workloads to meet deadlines. | E |
| A continuous improvement approach to systems with the ability to develop and implement new financial procedures. | E |
| Highly computer literate with experience of accounting software such as SAGE50 and Microsoft Office, particularly Excel. | E |

|  |  |
| --- | --- |
| **Personal Qualities and Behaviours** | **Essential (E) or Desirable (D)** |
| High attention to detail, strong analytical skills and commitment to customer care. | E |
| Flexible and positive outlook and the ability to work with drive and initiative. | E |
| Team working skills, supportive approach and the ability to establish good working relationships. | E |
| Commitment to environmental issues. | E |
| An understanding of the importance of Equality, Diversity & Inclusion. | E |