



Head of Finance

Directorate: Support Services

Location: WWT Slimbridge

Reporting to: Director of Finance and Support Services

Grade: 11a

Main function of post:

To lead a professional Finance function that supports WWT and its subsidiary trading companies, playing a pivotal role in ensuring the financial health of all parts of the charity.

Supervisory responsibilities: 3 direct reports, 8 staff and 1 volunteer in total

Hours worked: 37.5 hours per week

Working pattern: 5 days, 9am to 5.30pm

Main duties of the post

1. To lead and support the Finance Manager and ensure the department provides the charity and its subsidiary companies with an efficient, professional, accurate and supportive finance function. This will include:
 - processing of the sales ledger and purchase ledger functions;
 - management of the group's bank accounts;
 - working with Supporter Development and other departments to ensure accurate accounting for restricted grants and other projects;
 - management of the group's fixed assets; and
 - management of the charity's investments.

This will require excellent leadership of the team to ensure they are well motivated, have clear objectives and are well supported to achieve their goals. It will also be necessary to work effectively with staff at all levels across WWT, to ensure that the team has a customer-focussed attitude and to develop good working relationships with other managers across the Senior Management Team.
2. To produce the annual statutory accounts (WWT group and subsidiaries). This will require a professional working relationship with WWT's auditors.
3. In line with agreed timescales, to oversee the production of accurate monthly management accounts and produce a brief, well-presented and informative report to be distributed to Trustees and senior managers.

4. To support the Director of Finance and Support Services with updating and reviewing the charity's five year financial model in line with the Trust's strategic aims. This will involve discussions with managers from around WWT.
5. To manage the production of the organisation's budget within the framework laid down by the Director of Finance and Support Services (according to the Finance strategy and the five year financial model) and agreed timeframes.
6. To prepare forecasts for the year-end result, half way through the year and then reviewed again at regular intervals up to year end.
7. To ensure the WWT group accurately accounts for VAT and other taxes. This will include:
 - Supporting the Finance Manager to ensure the transactions processed by the department accurately account for tax.
 - Accurate completion of the quarterly VAT returns, partial exemption annual adjustment and Capital Goods Scheme computations.
 - Preparation of information for the corporation tax computations at year-end, liaising with WWT's tax advisers.
 - Working with the Director of Finance and Support Services, WWT's tax advisers and relevant managers to ensure WWT plans appropriately for all significant tax considerations.
8. To produce periodic cash forecasts and oversee the management of funds held as investments, on treasury reserve and in bank accounts, and to manage the relationship with WWT's bankers.
9. To ensure that all financial controls within the department and across the organisation are properly designed, understood by all staff and volunteers required to follow them and are adhered to. This will include management of the Financial Accountant, who has responsibility for reviewing financial procedures, conducting internal audit and providing finance training.
10. To oversee the management of the finance systems. This will include maintaining the relationship with the software suppliers and liaising closely with the IT department.
11. To attend the following meetings:
 - Senior Management Team
 - Finance Committee (and to prepare minutes).
 - Audit and Risk Committee (and to prepare minutes).
12. To oversee financial matters in the Director of Finance and Support Service's absence, when required. This may include, but not be restricted to, attendance for finance items at Management Board and Council meetings.
13. To ensure that all financial external reporting requirements, such as National Statistics, are met.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Director of Finance and Support Services, from time to time.

Date raised: June 2018

Person Specification

1. Qualifications

Essential:

- Fully qualified in a professional accounting qualification (ACA/CIMA/ACCA/CIPFA).

2. Experience

Essential:

- Significant demonstrable finance experience that encompasses a variety of work for a comparatively-sized organisation including:
 - annual financial reporting and preparation of charity accounts
 - reporting to managers on financial performance.
 - managing processing functions (purchase ledger, sales ledger, etc),
 - preparation of forecasts
 - preparation of budgets and financial modelling
- Proven knowledge of charity accounting rules and experience of accounting for complex restricted funds.
- Significant experience of finance systems.
- Experience of establishing appropriate finance procedures and internal controls

Desirable:

- Experience of complex VAT issues, including partial exemption calculations.
- Experience of Microsoft Dynamics GP and Management Reporter software.
- Experience of supporting and accounting for similar visitor attraction
- Experience of supporting and accounting for international projects
- Experience of managing grant funding financial requirements

3. Managerial & Supervisory

Essential:

- Responsible for the Finance team and all the finance operations within it.
- Significant demonstrable experience of leading a team, including:
 - Recruitment of new team members
 - Line management, including setting objectives, 121s, giving feedback and carrying out appraisals.
 - Training, coaching and supporting staff with new tasks
 - Developing department plans and objectives
 - Motivating staff and creating a positive team culture focused on customer service and quality
 - Resolving issues and conflict within a team

Desirable:

- Experience of working with volunteers

Type of staff	Number managed	Number supervised
Employed Staff	3	8
Volunteers / Casual Workers	0	1
Contractors	0	1

4. Responsibility

Essential:

- Responsible for ensuring effective financial management across WWT and its subsidiaries.
- Responsible for acting independently, with little supervision, setting priorities for self and team.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£1m+
Cash Handling	£1m+
Assets (required for job, exc. buildings)	£300k
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to undertake a broad range of tasks, with many varying factors, e.g. when reviewing financial forecasts, advising directors on budgetary issues or solving IT problems. This work will be overseen by the Director of Finance and Support Services, but the detailed work will not be supervised closely.
- Ability to manage and prioritise a lot of competing demands.
- Ability to bring creativity to the resolution of problems and able to respond appropriately and positively to new challenges.

6. Contact

Essential:

- Proven people / influencing skills to negotiate and persuade staff from across the charity, including senior managers and directors.
 - The confidence and ability to deal professionally with outside agencies e.g. auditors, investment managers and HMRC.
 - The ability to provide explanations to non-finance staff at all levels on basic, and more complex, financial subjects, clearly communicating at a level appropriate to the audience and focusing on the key messages that need to be conveyed.
 - The ability to communicate effectively in formal written reports, informal internal documents (such as on WWT's intranet), in formal presentations and in informal verbal situations.
 - The ability to successfully manage change when new systems / procedures are introduced.
 - The ability, when required, to effectively enforce rules and procedures in a supportive manner.
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General Notes

Whilst this post is based at WWT Slimbridge Wetland Centre, some travel may be necessary for occasional meetings at other centres. Therefore a current driving licence is desirable and a willingness to travel to other WWT Wetland Centres is essential.