

## Recruitment Pack

# Director of Finance and Resource



# A message from our Chief Executive

Society is increasingly recognising that we cannot deliver the benefits we seek for nature in isolation of our climate and societal challenges. At Plantlife we have a vision of a world rich in plants and fungi and of nature thriving in a socially just world. This is at the heart of our work, and I trust that the content of this recruitment pack will inspire you to join us.

I can say without hesitation that we have a superb team at Plantlife, individually and collectively contributing to the positive impact we strive for. We also work with so many insightful partners alongside whom we deliver real impact, at scale and pace. Our membership and finances are growing in numbers and providing a robust platform for our work. Across so many habitats, working with so many species and engaging with so many communities, we aim to be conservation organisation of choice; expert, impactful, agile and fun to work with and for. Our passion for the task at hand shines through.

Thank you for your interest in this pivotal role for Plantlife. Our vision for a world rich in wild plants and fungi is fundamental to the success of so much we must achieve as a society. If we get this right, together, we'll be able to address the challenges faced by nature and climate change with full societal engagement, thereby protecting and restoring this beautiful world we live in. We'd love you to be part of what we trying to achieve and we look forward to receiving your application.



**Ian Dunn**



# More about Plantlife

- Founded in 1989, Plantlife now has 20,000 members and many more supporters.
- Plantlife is the only UK membership charity dedicated to conserving wild plants and fungi in their natural habitats and helping people to enjoy and learn about them.
- Plantlife works across all key plant ecosystems and habitats focussing on specific habitats and species depending on need. Its current priorities in the UK are grasslands and temperate forests due to their acute vulnerability and on at-risk species recovery.
- Plantlife owns 24 nature reserves covering nearly 4,500 acres across England, Scotland, Wales and the Isle of Man. It carries out conservation and outreach work on its own land and in partnership with many others. Plantlife advises landowners and publishes best practice guidance. It carries out research and gathers data to inform government policy.
- Working with the Global Partnership for Plant Conservation, Plantlife was instrumental in the creation of the Global Strategy for Plant Conservation and the initiation of Important Plant Areas across the world – planning their conservation with government and community groups.
- Plantlife works globally by contributing to international conventions on climate and biodiversity and through its status as a registered COP Observer.
- Plantlife engages people of all ages and abilities in plant conservation and education and aims to give everybody opportunities to enjoy wild plants and fungi.
- Plantlife is governed by a board of 12 trustees and has around 80 staff located across the UK. It supports a team of around 1,500 volunteers who work in the field, at events and in its offices.
- Plantlife is funded by donations from its members and supporters, through grants and charitable trusts. As well as corporate partnerships and through its pioneering land management advice and projects.
- Plantlife Trading Ltd is a subsidiary of Plantlife, offering consultancy services for land owners, managers and others with influence.

**You can read more about our work in our [Annual Review 2022/23](#).**



# About the role

The Director of Finance and Resource works collaboratively across the whole of Plantlife Group, leading, developing and delivering a highly effective and strategically aligned support service. The role is responsible for all support services including finance, IT and digital services, HR, facilities, procurement as well as governance across the Group.

You will ensure financial integrity, as well as formulating strategies for growth and sustainability across the Group. Alongside your financial expertise you must have an understanding of best practice in HR and IT management and strategy development.

We currently have almost 100 staff located across the UK, mostly working remotely. Our support services need to be positioned to provide our growing staff base with the tools and resources to do their jobs efficiently and effectively in order to deliver for nature and ensure the Plantlife Group is a place people want to work.

As Director of Finance and Resource you are instrumental in a number of Board interface capacities and will be a director of at least one of the fully owned subsidiary companies.

# About you

We have an ambitious strategy at a time when there is a great need for a healthier natural world, and our financial integrity is paramount to us having the impact we desire.

We are looking for a qualified chartered accountant for this role with experience of working at senior and Board level, ideally within a Group structure. The breadth of this role is considerable, so we are looking for experience in leading wider support services and cross functional teams within the charity or corporate sectors.

We expect you to have strong communication skills, able to influence, persuade and implement complex plans and strategies at Group level. We expect you to be able to articulate our financial information needs with clarity and impact to a largely non-financial audience, enabling our staff to be as effective as possible with the resources available to them.

Finally, you must embrace our ambitions for a world rich in plants and fungi and enable us to be the global voice for these building blocks of the natural world at a time of critical need. We look to all our staff to inspire others and this role is instrumental in supporting an effective and impactful culture within Plantlife.



# Job Description - Director of Finance and Resource

## Reporting to

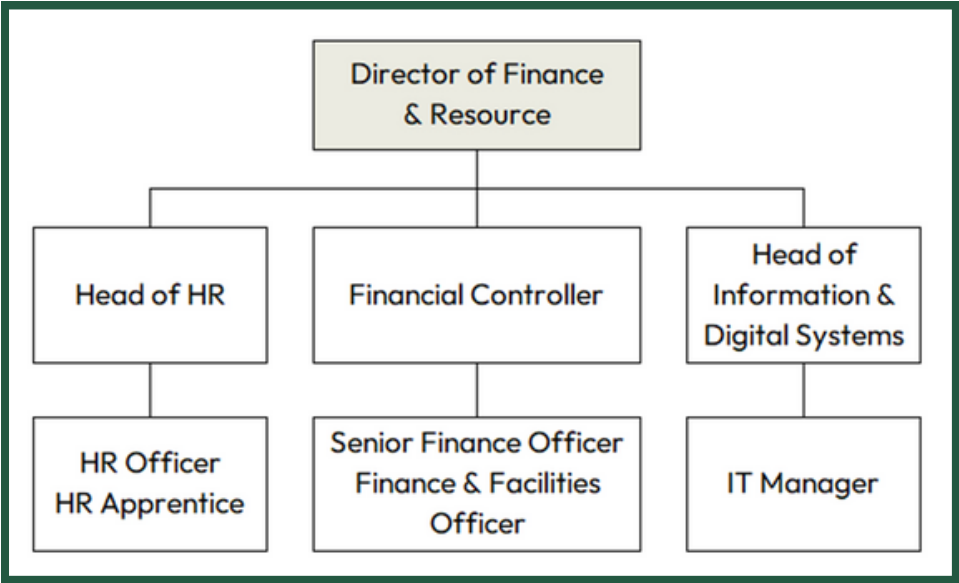
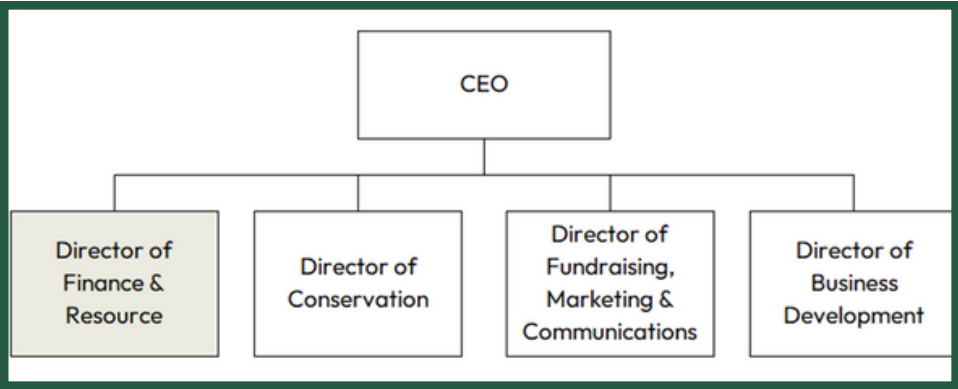
CEO

## Key Relationships

**Internal** – All directors, managers, staff, trustees and possibly volunteers. This includes directors and senior staff at our subsidiary companies.

**External** – Charity Commission, HMRC, auditors, bankers, funders, suppliers and other regulatory and advisory organisations.

## Position in organisation



## Overall Purpose of the Role

To lead, develop and deliver our support services, enabling us to achieve our organisational strategy. Ensure that all support services (finance, HR, IT, facilities and procurement) are professional, consistent, enabling and forward thinking, supporting a culture focused on impact and effectiveness for the Plantlife Group.

To provide overall organisational leadership as part of our Senior Management Team and as subsidiary Company Director.

## Main Responsibilities

### **Strategy**

- Lead and be accountable for the strategic planning, development and delivery of Plantlife's support services, including finance, HR, IT, facilities and procurement across the Group.
- Ensure all functions within the Directorate are continually evolving in response to external and internal factors to enable Plantlife to deliver its organisational strategy.
- Develop and deliver the financial strategic 5-year plan, including cash flow, scenario development and planning for growth.
- Oversee and lead robust reporting mechanisms for all areas within the Directorate at Senior Management and Board level.
- Champion and lead on 'best in sector' Corporate Social Responsibility strategy and delivery.

### **Governance**

- Ensure that, as a minimum, Plantlife achieves best practice and meets the latest regulatory and legal compliance requirements across all financial, employment and data protection matters.
- Ensure all organisational policies are robust and kept up to date.
- Responsible for external oversight of internal governance, including but not limited to Charity Commission and Company Secretariat requirements, Audit, Data Protection and due diligence of funders.
- To lead the companies' external and internal audit processes.
- Act as Data Protection Officer for the group.
- Represent the Directorate at the Finance and General Purposes Committee, leading content and agenda alongside the Treasurer of the Board.

## **Leadership**

- Develop high performing, effective and integrated teams under your control.
- Provide supervision, development and support to direct reports.
- Be a trusted advisor to the CEO and SMT on matters relating to the Directorate.
- Actively contribute to the Plantlife Group on wider strategic, leadership and operational matters as part of the Senior Management team.
- Attend internal and external meetings as required.
- Represent Plantlife externally as relevant.

## **Operations**

### **Finance**

Ensure:

- clear reporting of finances at all levels within the organisation to enable effective decision making.
- strategic and operational financial integrity of the Group and its constituent parts.
- all financial policies, processes and practises are robust, compliant and fit for purpose.
- oversight of all support services budgets, ensuring resources are deployed effectively and efficiently to maximise the Group's financial and administrative performance.

### **Information and Digital Services**

Ensure:

- oversight of IT investment ensuring long term viability of infrastructure, security and systems.
- Plantlife is digitally enabled and that systems are understood and effectively used by all staff.
- data is safeguarded and GDPR compliant in conjunction with other senior leaders.

### **Human Resources**

Ensure:

- all policies and procedures are legally compliant, fit for purpose and communicated effectively to staff.
- oversight of HR investment including systems, training, benefits and wider people initiatives.
- Plantlife develops and retains its position within the sector and more widely as an employer of choice.

## Procurement and Facilities

Ensure:

- the monitoring of the Group's environmental impact and championing of ongoing sustainability improvement.
- a cost effective and fit for purpose facility provision, including management of leases, insurances, and equipment.
- the development and delivery of a fit for purpose approach to procurement which meets strategic and sustainability needs.

## General

- Observe Plantlife working policies at all times, including those on Health and Safety and Equal Opportunities.
- Undertake, from time to time, other duties that may be required of you to support the effectiveness of Plantlife overall.
- Contribute to the overall success of Plantlife and support a positive culture through teamwork, communication and leadership.

This job description is a guide to the nature of the work required of the Director of Finance and Resource. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and CEO as required.





# Person Specification

You will be a driven, dynamic and experienced leader who works collaboratively to achieve results. A skilled and persuasive communicator, you will be an expert in your field and able to harness that expertise to drive the growth and development of a dynamic organisation.

Essential	Desirable
Qualified accountant (ACA, ACCA or ACMA) or recognised or equivalent with senior level post qualification experience and strong technical skills	Knowledge of charity accounting, ideally for a Group
Proven ability to interact at senior leadership and Board level and act as a member of a senior leadership team	Experience of developing subsidiary companies
Successful experience in a business and leadership role including the development of effective short- and longer-term business and financial strategies	Advanced Excel/data manipulation
Experience of leading and managing cross functional teams, ensuring that staff can develop to their full potential	Experience of working successfully in a changing organisation where flexibility, agility and adaptability are essential
An understanding of best practice in HR and IT management and strategy, including systems, legal frameworks and development of related policies	Experience of facilities management
Strong and persuasive communication skills with the ability to communicate complex financial information to non- financial audiences	
Ability to balance a strategic/big picture perspective without losing the importance and focus to ensure operational delivery	
This role requires a Standard DBS check	

# Key Terms and Conditions

<b>Salary</b>	Band H- £55,500 - £63,753 per annum**
<b>Hours of Work</b>	This is a full- time position (35 hours per week)
<b>Term</b>	Permanent
<b>Location</b>	<p>Home working or hybrid with an expectation of attendance at our Salisbury office minimum twice a month. Regular travel to London and occasional travel across the UK to attend Plantlife Board meetings, events and to meet colleagues</p> <p>Our offices in Salisbury and Retford are suitable for a hybrid or office based role if preferred</p>
<b>Annual Leave</b>	<p>36 days' holiday per annum (including bank holidays)</p> <p>Additional day's leave awarded on completion of 1st, 3rd, 5th and 7th year of employment</p> <p>Operational closure between Christmas and New Year (included in entitlement)</p>
<b>Other Benefits</b>	<p>Contributory pension scheme – 6% employer contribution</p> <p>Death in service benefit</p> <p>** New joiners are recruited at the entry spine point of the band - £55,500. It is expected that an annual cost of living increase will be applied to the band as at 1st April</p>

Plantlife is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

**This role is based in the UK and you must be able to demonstrate your Right To Work in the UK.**

# How To Apply

The closing date for the role is **Monday 26th February**.

We will hold initial interviews in London on **Wednesday 13th March**.

If you think you are the right fit for us and the role we would love to hear from you.

Go to the 'Apply' button on the vacancy page on the website. This will take you to our recruitment portal where you will be required to upload an application form.

Please also download an Equality and Diversity monitoring form which is on the vacancy page on our website and upload this to the portal.

**Thank you for your interest in this role.**

If you have any questions about the role, or would like to arrange an informal chat with the current postholder, please do not hesitate to email: [jobs@plantlife.org.uk](mailto:jobs@plantlife.org.uk)

