



# Finance Manager

## Recruitment pack



# Our work

Underpinning the health of our environment, wild plants and fungi are the foundation upon which we can help resolve the climate, ecological and societal challenges we face.

## Our work spans four strategic areas:

### Protect and restore



### Connect people with nature



### Work in partnerships



### Collaborate and influence



For over 30 years, we at Plantlife have been the leading global voice for wild plants and fungi. We are at the heart of a global network, partnering with many individuals, organisations and landowners and managers in the UK and abroad to accelerate conservation action across the planet.

But we need to do more. So, we are on a mission to raise awareness of how important wild plants and fungi are to life and to inspire more people to take action to help them thrive again.

Join us as we face the greatest challenge of our times. We need wild plants and fungi to survive. Now, they need us too.



# Our people

Plantlife is governed by a board of 12 trustees and has almost 100 staff located across the UK. Most of our team work remotely and we have offices in Salisbury, Wiltshire and Retford, Nottinghamshire. We have a small hub of hybrid or office-based staff based out of these offices and there is always space for visiting colleagues who are close enough to occasionally benefit from an office space when they wish. We support a team of around 1,500 volunteers who work in the field, at events and in its offices.

Our work is only achievable through working inclusively with the public, partners, land managers and local communities. By working inclusively, we will provide equality of opportunity to connect with nature, reducing barriers to access and participation.

This all starts with the people that work for us and we are looking for great individuals, whatever the role you are interested in, to enable us to get more people involved with nature. We want to ensure that everyone who works for us feels truly valued and included so that they feel able to share their diverse and unique perspectives and reach their full potential.

People of colour and disabled people are currently underrepresented across the environment, climate, sustainability, and conservation sector. If you identify as a person of colour and/or are disabled, we are particularly interested in receiving your application. All applications are assessed solely on your demonstrated suitability for the job, nothing else, and our application forms are anonymised to ensure fairness and consistency when shortlisting.

We also want to ensure that everyone in the recruitment process with us has a positive and rewarding experience and that it enables you to be at your best. So, at any time during the application or interview process, please contact our HR team on [HRteam@plantlife.org.uk](mailto:HRteam@plantlife.org.uk) for advice and to discuss reasonable adjustments.

Thank you for your interest in this role.





# Finance Manager

## About the role

At Plantlife we believe that everyone has a role to play in averting the climate and biodiversity crises.

We are leading the charge, and in partnership with others, we are directly facilitating the protection and restoration of some of our most precious habitats and species. But we need to do more, and we need to do it faster. We have an ambitious strategy to grow, and to evidence our impact. We believe that everyone has a role to play in restoring our natural environment, and now require a Finance Manager to help enhance the finance support necessary to our mission.



Working alongside colleagues in the Finance and Resource team, you will lead the provision of professional finance support to the growing Plantlife organisation in its mission to secure a plant rich world.

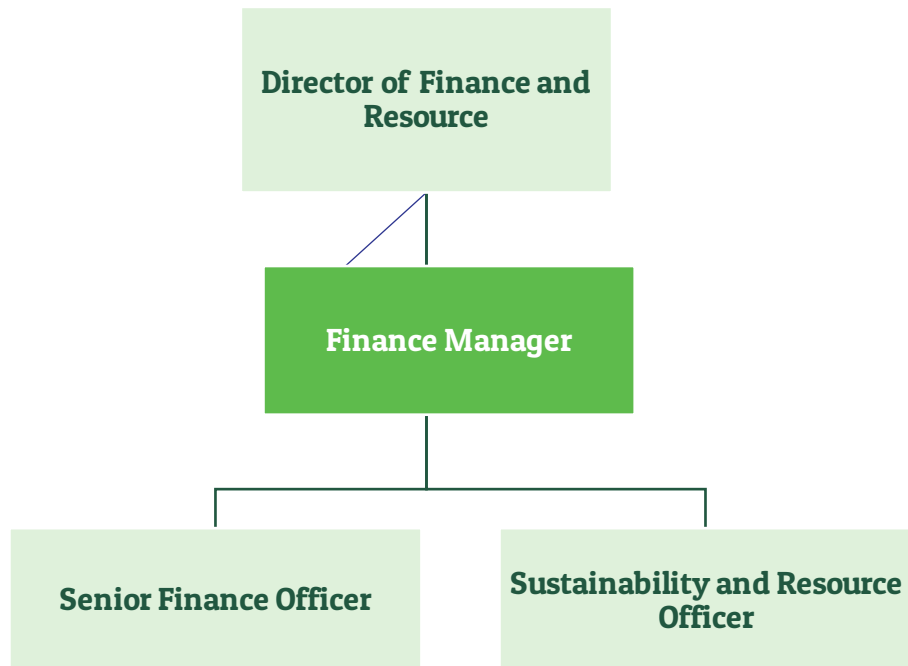
In this varied and busy role, you will develop and deliver insightful and informative financial reporting and support to the operational teams, management and trustees. You will oversee all day-to-day aspects of the finance function including systems, processes and controls, ensuring they are robust, compliant and fit for purpose.

## About you

We are looking for an experienced finance professional with a desire to make a difference to the strategic and day-to-day working practices of our committed environmental organisation. You will be proficient in the management of a finance function and the provision of support to all areas of the business.

Your attention to detail will be excellent, and you will have clear understanding of customer needs together with the ability to proactively provide solutions to non-financial colleagues.

# Organisation structure



# Job description – Finance Manager

## Reporting to

Director of Finance and Resource.

## Responsible for

Senior Finance Officer and Sustainability and Resource Officer

## Key relationships

All staff, treasurer, external organisations including bankers, auditors, insurance brokers and payroll bureau.

## Overall purpose of the role

The Finance Manager will provide professional finance support to the charity, developing and delivering insightful and informative financial reporting and support to the operational teams within the organisation.

They will manage all day-to-day aspects of the finance function including systems, processes and controls, together with the provision of a shared service function throughout the Plantlife group.

They will play a key part in the preparation of the formal financial reporting to trustees and external stakeholders.

## Main responsibilities

- Lead the provision of a high-quality finance function that supports the delivery of Plantlife's strategy and meets the needs of business stakeholders.
- Oversee the day-to-day financial operations for all Plantlife companies, including the sales, purchase and nominal ledgers; payroll processes; statutory payments and returns; bank accounts; project accounting; accounting system.
- Lead the team in providing a proactive financial support function to colleagues throughout the charity.
- Lead and develop the Senior Finance Officer and Sustainability and Resource Officer.
- Produce the internal financial reporting, comprising monthly management accounts, quarterly forecasts, fund analysis and cashflow management tools.
- Lead the compilation of the annual budget, quarterly reforecasts and associated reporting.
- Lead with the preparation of external reporting including statutory accounts, charity commission and OSCR returns and project reporting.
- Engage and work collaboratively with colleagues across the charity to develop and deliver useable financial processes and information suitable for a broad, non-financial audience.
- Ensure financial processes and procedures, including project finance reporting, are robust, compliant and fit for purpose.
- Develop an internal audit function to ensure correctness within project claims.
- Lead the set-up of new finance systems, controls and reporting resulting from future expansion to the corporate structure.
- Oversee all insurance requirements, ensuring policies are fit for purpose and cost effective.
- Oversee the facilities management function.
- Lead the monthly balance sheet reconciliation process and post correcting journals as part of month end.
- Oversee the VAT treatment and be the subject expert with external support from a third-party provider.
- Manage the audit process and be the key liaison with the auditors with support from the finance team.

## Other duties and responsibilities

- 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.



# Person specification

You will be an experienced finance professional with experience of managing a finance function and providing support to all areas of the business.

## Essential skill requirements

- Qualified accountant (ACA/CIMA), committed to the continuation of your professional development.
- Excellent communication skills, with a clear understanding of customer needs and ability to provide solutions to non-financial colleagues
- Experience with charity accounting, Knowledge of SORP requirements and fund accounting is essential
- Strong IT skills, including advanced excel skills, being comfortable with pivot tables and excel formulas
- Excellent attention to detail (both figures and words)
- Experience of budget production and monitoring processes
- Experience in all areas of financial and management accounting, including reporting, statutory accounts, financial systems and internal controls
- Methodical and technically astute
- Ability to work independently and use own initiative
- Good problem solving, analytical and decision-making skills
- Ability to be flexible and adaptable to changing circumstances
- Excellent organisational, planning and prioritisation skills
- Courteous, friendly and approachable, actively encouraging and supporting staff and colleagues

## Desirable skills

- One or more years post-qualification experience
- Line management of a small team
- Experience of accounting for charities
- Experience of accounting in a multi-company environment including group consolidation
- An interest in developing personal and organisational know-how in relation to the emerging world of green finance



# Key terms and conditions

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

<b>Salary</b>	Band G - £46,746 - £50,598 per annum *  *New joiners are recruited at the entry spine point of the band: £46,746
<b>Hours of work</b>	Full time 35 hours per week
<b>Term</b>	Permanent
<b>Location</b>	Home working or choice of regional office, in Salisbury, Wiltshire and Retford, Notts. if preferred.

## What's in it for you

<b>Benefits</b>	<ul style="list-style-type: none"><li>- 36 days' holiday per annum (including extra bank holiday in Scotland and other bank holidays).</li><li>- Additional day's leave awarded on completion of 1st, 3rd, 5th and 7th year of employment.</li><li>- Operational closure during Christmas period (included in entitlement).</li><li>- Contributory pension scheme – 6% employer contribution.</li><li>- Comprehensive induction programme and investment in learning and development to enable you to be the best you can be now and in the future.</li><li>- Employee Assistance Programme for you and your family members</li><li>- Life Assurance 3 x salary</li><li>- Emergency Loan Scheme</li><li>- Generous occupational sick pay</li><li>- Flexible working: we'll do everything we can to support a healthy work -life balance, whether that be home working, compressed hours or working part -time.</li><li>- Staff development days: an opportunity to visit another area of our work to learn from colleagues.</li></ul>
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# How to apply

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.

We also appreciate you completing the Equality and Diversity Monitoring form on the website.



## Closing date

The closing date for the role is Wednesday 23 October (9am).

Please note we reserve the right to close this vacancy before the closing date so please apply early to avoid disappointment.

## Interview date

We will hold initial interviews via Teams on Thursday 7 November.

We look forward to receiving your application.

If you have any questions about the role, please do not hesitate to email [jobs@plantlife.org.uk](mailto:jobs@plantlife.org.uk)



