



National Association of Flower Arrangement Societies

1st Floor, 42-44 Bishopsgate
London EC2N 4AH

30th June 2026

Dear Potential Colleague,

First thank you for considering taking on this important role with NAFAS at this critical and exciting point in our history and at this point in your career.

You will join a small core headquarters team of four other people (CEO, Office Manager, Office Administrator/Database and Digital Marketing and Communications Manager) who serve our 28,000 members and over 600 clubs across the UK and overseas.

As the Finance Manager for NAFAs your role is varied ranging from operational to strategic during any given day. But we are a small charity with big ambitions.

You will be joining us as at an exciting time of change and renewal. I have been CEO for about 6 months and in March 2026 I secured agreement of the Board of Directors and the National Advisory Committee comprised of all Area Chairmen to an ambitious three-year renewal programme.

Through this Programme, alongside the introduction of a new database, updated website, strengthened governance, and rebranding, we are shaping a more modern and sustainable future for the Association. You will be part of the core team, plus consultants who with our members/volunteers will make this programme a success. It is a great time to join us.

The trifold outlining the renewal programme may be accessed via this link - [NAFAS_Infographic.indd](#). Please also find enclosed a Job Description and Person Specification for this role.

Application process. Please submit your completed application of your CV and a supporting statement/covering letter of no more than 2 sides of A4, Arial font size 11 as a maximum outlining how your skills and experience align to the Personal Specification for this role and your interest in this by 11:59pm on Monday 13th July 2026.

Interview dates. Interviews will take place on the 15th or 16th of July 2026. Please let us know in your cover letter if either of these two dates make it difficult for you to attend interview.

If you are considering applying but would like further information or an informal discussion, please feel free to contact me at richard@nafas.org.uk and we can arrange a convenient time to speak.

Thank you for your interest in working for NAFAS. I very much look forward to hearing from you.

Yours sincerely

Richard

Richard Abraham, CEO