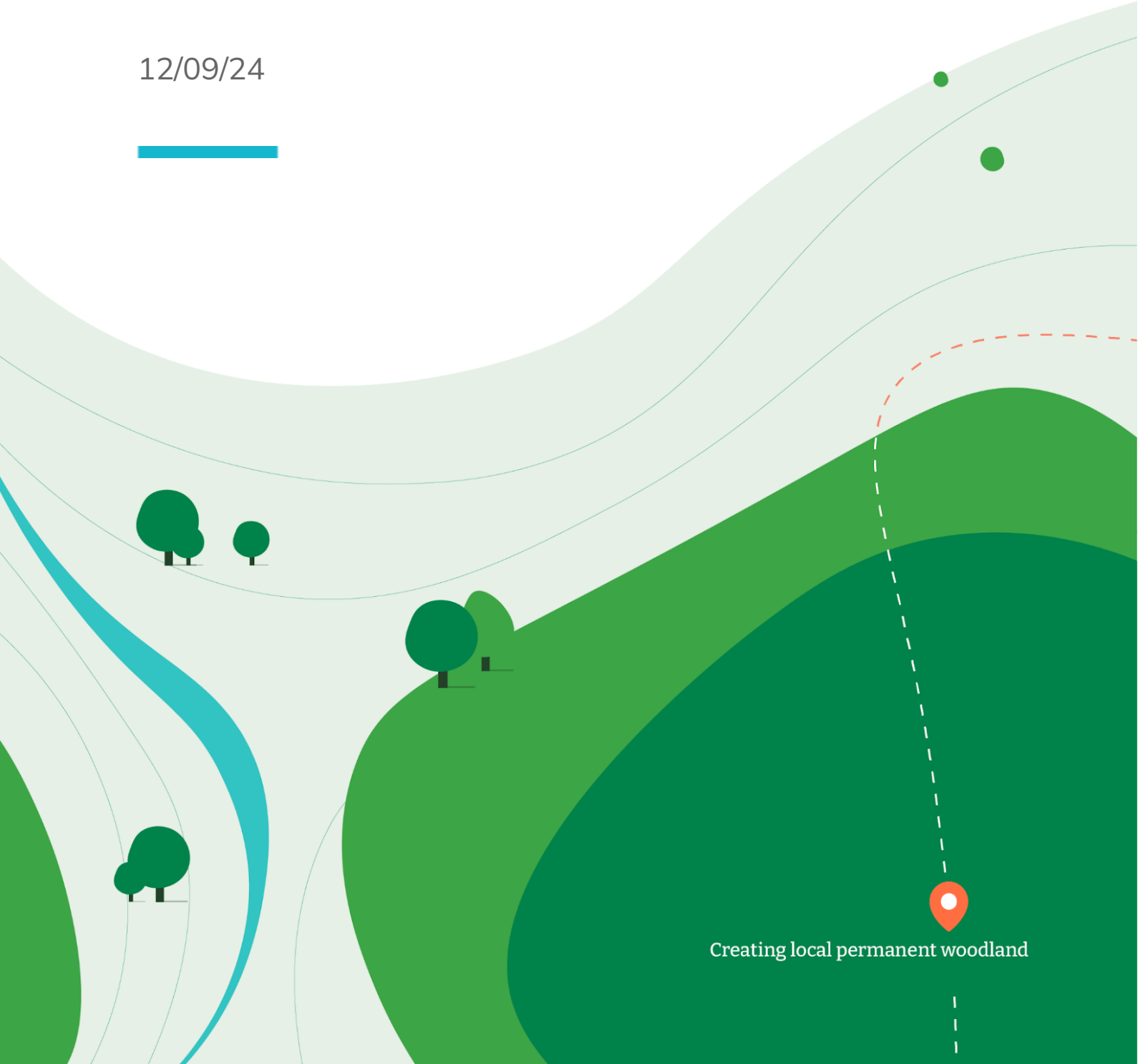




# Finance Manager

12/09/24



Creating local permanent woodland

## Come and work us with

Avon Needs Trees (ANT) is a registered charity creating new, permanent woodland throughout the Bristol-Avon catchment to fight the climate and ecological emergencies.

We fundraise to buy land to create woodlands that will stand for generations, locking up carbon, boosting local biodiversity, and providing natural flood management as well as publicly accessible green space where appropriate.

ANT was founded in 2019 by environmentalist Nikki Jones and a small band of volunteers. They were concerned by how deforested our area had become and that no charity existed to buy land in our catchment to guarantee the permanence of new woodlands.

Since our formation in 2019, we have had two incredibly successful projects in Wiltshire, purchasing two sites of 47 acres, planting and caring for 22,000 native trees with the help of hundreds of volunteers from local and surrounding communities.

In 2023 we started planting Great Avon Wood; a ground-breaking partnership with the Forest of Avon Trust. With over 100 acres of land and 40,000 trees to plant and care for, it was our most ambitious project to date. We have also planted Ed Woods, our first Land Partnership venture, which means we are working with the site landowners to create permanent woodland.

We have just completed the purchase of 420 acre Wick Farm to create Lower Chew Forest, the biggest new woodland in the South West in a generation. We are also leading a Landscape Recovery Project across a wide area of the Chew Valley.

## Our Values

**Ambitious:** Our people are nimble and take opportunities, take urgent action to tackle the climate and nature emergencies, are bold in our ambition and scale

**Reasoned:** We are thoughtful, ethical and reasoned in how we deliver our ambitions

**Positive:** We are optimistic about the future and our ability to shape it, meeting our mission and challenges with positivity

## Working with us

- Flexible working with an employer with a proven record of sensitivity to range of personal circumstances and needs
- Hybrid working, based on a 35-hour (full time) working week
- 26 days leave per annum, plus bank holidays (all pro rata for part-time staff)
- Wellbeing and resilience focussed employer
- Paid leave for emergencies
- 24/7 free, impartial and confidential support service
- 24/7 free helpline with health professionals
- Pension scheme, with a 3% employer contribution
- Real Living Wage employer, as a minimum

## Finance Manager

**Reporting to:** Head of Business Development

**Hours of work:** 0.8FTE to full time, depending on your preference

**Duration:** Fixed-term contract to March 2027, with the expectation of a permanent contract

**Salary:** £32,000-£35,000pa, pro rata as relevant. Starting salary depends on experience, with opportunities to receive performance related pay increases within this salary band over time.

**Location:** Flexible working between home and our office in central Bristol

### Job Purpose

Your legacy will be a tangible impact on slowing down climate change and helping nature recover by overseeing and leading on financial management, financial reporting and accounting across Avon Needs Trees (ANT), at the organisational level and for our projects. You will oversee ANT's finances and ensure good fiscal management of all its affairs, helping to deliver on our goals to plant hundreds of thousands of trees and complementary habitats.

You will join a fast-growing organisation that started in 2019 with four volunteers and has grown to a staff team of over twenty, over 1,000 volunteers and ownership of nearly 600 acres of land that will grow woodlands of over 160,000 trees.

We are looking for a skilled Finance Manager, ideally with experience of working in the charity sector, with the ambition to help take ANT to our next level of impact.

You will manage all our charitable finances and will also be responsible for managing the finances of our new Commercial Trading Arm.

### Main responsibilities

- Day to day financial management including:
  - Maintaining our accounting system, entering payments and ensuring project codes are assigned (can be outsourced if preferred)
  - Co-ordinating funds across various bank accounts, keeping bank accounts up to date and keeping appropriate records
- Financial reporting including:
  - Outputting reports for our Trustee Board meetings
  - Co-ordinating quarterly and annual payment claims from our funders
  - Outputting reports for our Commercial Trading Arm Board
  - Other internal reports,
  - Annual accounts
  - Responding to requests for financial information from staff and trustees
  - Responding to changes in reporting requirements
- Payroll and HR functions including:
  - Running our payroll software on a monthly basis (can be outsourced if preferred)
  - Adding new staff to payroll
  - Staff expenses
- Financial systems and processes including:
  - Reviewing and improving our current systems and processes
  - Developing and updating financial policies
  - Developing templates and tools to support financial processes
- Oversight of all ANT budgets, managing cash flows and profit/loss analysis

- Support ANT's charitable Trustees, Trading Body Directors and SLT in developing and implementing ANT's finance strategy, including:
  - Developing forecasting models
  - Developing financial dashboards and trackers
  - Assessing risk in financial decisions
  - Making strategic recommendations
  - Identifying cost saving opportunities
- Manage and oversee financial audits
- Ensuring compliance with financial obligations including:
  - Charities Commission, Companies House and HMRC
  - Project funders
- As with all Avon Needs Trees roles, contributing to grant writing and fundraising activities
- Other duties and opportunities as required
- Any other duties as required.

### Working relationships and expectations

- As Finance Manager, you will work closely with the Chief Executive and other Heads, helping to bring high quality financial data into organisational decision making. You will also work closely with Project Managers and budget holders to support them in effective budget management.
- Hybrid working between home and our office (currently on Victoria Street, Bristol) with the expectation of being present in our office more than half the days on the typical week
- Occasional evening and weekend working will be required but this is not a substantial feature of your role
- Our staff maintain an appropriate level of confidentiality, professionalism and discretion at all times
- Our staff comply with organisational policies, procedures, and guidance, and external regulations and laws

### Person Specification

Essential / desirable	Specification
Essential	Passion and commitment to addressing the climate and nature emergencies
	Ambitious and positive about new opportunities and challenges
	Proven work experience in a finance manager role
	Good understanding of cash flow management, bank reconciliation and bookkeeping
	Hands-on experience with budgeting and risk management
	Experience of data analysis and forecasting models
	Proficiency in accounting software
	Experience in financial reporting
	Good understanding of financial compliance considerations, for both charities

	and businesses
	Ability to thrive in a busy, exciting environment with a results-driven approach and the ability to work proactively on own initiative, continually learning and evaluating to improve the financial sustainability of ANT
	Educated to A-level or equivalent standard. The post holder should have competent IT skills
Desirable	Experience of managing large grant funds
	Experience of financial management in charities
	Experience of financial management in a commercial context
	BSc/BA in Accounting, Finance or relevant field, or equivalent qualifications or experience
	A suitable home-working environment, or equivalent

## How to apply

**Application deadline:** 15th October 2024

**Interview date:** Week commencing 21st October

**Start date:** As soon as possible

To complete an application please follow the [link](#) to the form and submit by the deadline above.

If you have any concerns or issues completing the application please email: [contact@avonneedstreets.org.uk](mailto:contact@avonneedstreets.org.uk). Please include the job title "Finance Manager" in the subject line of your email.

## Our commitment to equality and equity

We would be grateful if you could also complete our [equal opportunities monitoring form](#). This is used for internally monitoring the diversity of applicants to our roles. Your answers will be anonymous and not be connected with your application, or seen by anyone involved in the decision-making process.

Your application will have all personal details redacted before being assessed by our short-listing panel.

As a Disability Confident employer, we will offer an interview to disabled candidates who meet the essential criteria for the role.

To address any diversity gaps in our team we will also offer an interview to candidates who meet the essential criteria and are from under-represented groups. At this time this applies to those from Black, Asian and minority ethnic groups.

*Avon Needs Trees is a Living Wage and Disability Confident accredited employer, and a supporter of the West of England Good Employment Charter. We especially welcome applications from under-represented groups.*

