

Yorkshire Dales Millennium Trust



Job Description: Finance & Resources Manager April 2024

Position:	Finance & Resources Manager
Responsible to:	Chief Executive
Location:	YDMT Offices, Clapham, North Yorkshire
Salary:	Scale £46,749 - £49,521 Full Time (35 hours per week) Mix of office and home working.

Job Purpose:

- Leadership of a team delivering the organisation's central support functions
- Responsibility for management of all aspects of the financial, human, IT, facilities and other resources of the organisation
- Leadership of the organisation as part of the Executive Leadership Team

Our Organisation:

We are a small Charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 27 years we have delivered diverse and inspirational projects, helping to plant 1.5 million trees and securing the future of more than 750 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area.

An impending retirement has opened up an exciting opportunity to help shape the future of YDMT and its subsidiary YDMT Consultants Ltd. We are a growing organisation with a current annual income of c£2million and a staff team of 32 FTE. We are looking for someone to help us maximise our resources in order to deliver the greatest charitable impact.

How we work:

- We raise and distribute funds to enable our partners and individuals to deliver projects
- We deliver projects directly
- We work in partnership to deliver the maximum charitable benefits to the area

Our VALUES guide everything we do:

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

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Main Responsibilities

1. Finance

Leading on financial management processes across the organisation and providing high quality meaningful financial information to support the decision making of the Board of Trustees.

2. Resources & Central Support Functions

Ensuring that the HR, finance, IT, facilities and other central support functions of the organisation are fit for purpose, well-managed and designed to facilitate future change.

3. Team Leadership

Leading and line-managing the central support team to support the Charity's fundraising, grant-giving and project delivery, including by:

- a. Developing, managing and maintaining YDMT's:
 - Accounting and administrative systems
 - IT systems
 - HR and Facilities systems and function
 - Administrative support of projects and grant programmes
- b. Ensuring that the financial recording, reporting and forecasting procedures are in place and operate effectively.
- c. Providing reports as required by the Chief Executive and Board; in particular work with the Chief Executive and Board to produce Annual Organisational Reports and Accounts
- d. Managing financial compliance to include filing statutory returns.
- e. Directly line-managing appropriate staff in delivery of these responsibilities
- f. Liaising with other managers and staff as necessary to ensure maintenance of accurate fundraising, projects and grant programmes financial accounting records

4. Organisational Leadership

As a member of the YDMT Executive Leadership Team, supporting the Chief Executive in:

- a. providing leadership, vision and direction
- b. having a responsibility for management and administration of the organisation in the execution of the Board's policies
- c. ensuring that the Board receives appropriate advice and information on all relevant matters and enabling it to fulfil its governance responsibilities

5. General

- a. Carrying out duties with due regard to the well-being and safety of others at all times.
- b. All staff members are expected to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.