



# Head of Finance and Commercial

18/03/24



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, this is our most ambitious project yet. 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 are in the process of buying 420 acre Wick Farm to create Lower Chew Forest, the biggest new woodland in the South West in a generation, and preparing to lead Landscape Recovery 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
- Enhanced 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

## Head of Finance and Commercial

**Reporting to:** Chief Executive

**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:** £38,000-£45,000pa dependent on experience, 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, central Bristol with travel across our catchment area

### Job Purpose

Your legacy will be a tangible impact on slowing down climate change and helping nature recover by overseeing and leading on financial strategy and income generation and sustainability, across Avon Needs Trees (ANT) at the organisational level and for our projects. You will secure ANT financially and oversee 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 thirteen (which will double over 2024), over 1,000 volunteers and ownership of 170 acres (soon to be 600 acres) of land that will grow woodlands of over 160,000 trees.

We are looking for a positive people-person with commercial development experience, exceptional financial acumen and the ambition to help take ANT to our next level of impact, as we prepare for exponential growth over the next year.

As a fast-growing, high impact charity all of our roles have direct operational responsibilities in addition to managing teams and thinking strategically and with vision.

### Main responsibilities

- Lead from the front in the development and implementation of a Commercial Trading Arm for ANT and spearhead new sources of income including green finance
- Ensure development of finance models and plans to support Landscape Recovery, including natural capital frameworks and administration of government agriculture subsidies
- Line-manage and oversee the work of our finance and commercial teams to ensure our people are well-supported and our work is impactful
- Direct operational responsibilities to advance our work at pace
- Work with the Chief Executive and other Heads on organisational strategy, finance, accounting and organisational sustainability
- Work with the Chief Executive to ensure trustees have appropriate information and understanding of our finances
- Ensure the production of internal reports, annual accounts, and reports for funders
- Identify, seize and support new income, funding and fundraising opportunities, and help guide ANT through a period of business and transformation and growth
- Lead the development and implementation of ANT's finance strategy including:
  - Forecasting models
  - Assessing risk in financial decisions
  - Ensuring all accounting activities comply with regulations and our governed by robust and appropriate policies
  - Cost saving opportunities

- Oversight of all ANT budgets, managing cashflows and profit/loss analysis
- Ensure compliance with laws and regulations in agreed areas of responsibility
- Identify and implement opportunities for ANT to continually improve, using your influencing skills to create opportunities
- As with all Avon Needs Trees roles, contributing to grant writing and fundraising activities
- Other duties and opportunities as required

### Working relationships and expectations

- As a member of the senior leadership team, you will work closely with the Chief Executive and other Heads, helping to lead the organisation in an exciting period of change and growth
- You will have a number of direct reports, which will grow as ANT takes on more staff
- Hybrid working between home and our office (currently on Gloucester Road, Bristol)
- 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, especially new commercial and income opportunities
	Proven work experience in a senior commercial development or senior financial role
	In-depth understanding of cash flow management, bank reconciliation and bookkeeping
	Hands-on experience with budgeting and risk management
	Excellent knowledge of data analysis and forecasting models
	Proficiency in accounting software and competent IT skills overall
	Strong project management skills
	Strong administration skills and the ability to be administratively self-sufficient
	Excellent people management and leadership skills, backed up by your past experience of line managing staff teams
	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

	BSc/BA in Accounting, Finance or relevant field, or equivalent qualifications or experience
Desirable	Experience of grant writing and charitable fundraising
	Experience of commercial development of charities
	A suitable home-working environment, or equivalent
	Experience of a leadership role in the charity sector

## How to apply

**Application deadline:** 12th April 2024 at noon

**Interview date:** Week commencing 22nd April 2024

**Start date:** As soon as possible and ideally in May / June 2024

Complete a copy of the job application form and email this, along with your interview availability, to: [contact@avonneedstrees.org.uk](mailto:contact@avonneedstrees.org.uk)

Please include the job title “Head of Finance and Commercial” in the subject line of your email, and submit by the deadline above.

## Our commitment to equality and equity

We would be grateful if you could also complete our equal opportunities monitoring form via the google form included in the application. 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.*

