

**Job Title:** Head of Finance  
**Report to:** CEO  
**Salary:**  
**Direct report:** Finance Officer

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## **Overview**

Founded 90 years ago and with over 5,700 members and with an annual turnover in excess of £2m, the Landscape Institute (LI) is an educational charity and the chartered body for the landscape profession. It provides a professional home for all landscape practitioners including landscape architects, landscape scientists, landscape planners, landscape managers and urban designers. The LI's aim, through the work of its members, is to protect, conserve and enhance the natural and built environment for the public benefit.

## **Role purpose**

This is a critical position within the senior leadership team and will operate at a strategic and operational level, taking overall responsibility for the financial management, financial risk management, procurement and compliance functions. The post holder will be a qualified accountant who is responsible for the development of financial strategy, long term financial forecast, management accounts, reports, organisational performance and framework as part of a dynamic senior leadership team. The role requires an individual capable of thinking strategically and being hands-on.

## **The key responsibilities are as follows:**

### **Strategic Leadership**

- Provide inspirational leadership and take responsibility for the financial management and direction of the LI and its trading subsidiary, including supporting the development of strategy, operational plans, long - term financial planning as part of the senior leadership team (SLT).
- Operate as a business partner to the CEO and the SLT by providing financial insight and analytics to support and inform decision making and drive business performance.
- Play an active role in the planning and implementation of the organization's long term strategic goals and its delivery.
- Lead on the business planning process for the LI; plans and financial projections must be consistent and coherent and subject to timely monitoring, evaluation and performance review in line with financial resources.
- Support the Board and sub committees by providing strategic financial advice and solutions.
- Ensure that the organisation remains financially strong and with the financial capability to deliver on its strategic goals in keeping with its 3 – 5 years long term financial plans and budgets.

### **Finance and Operations**

- Lead and coordinate all financial reporting, including forecast, budgets, management accounts, reconciliation of financial data with CRM database and internal and external audits.
- Produce the consolidated annual budget and half year forecast to timescales set by the Board.
- Produce ad hoc project budgets for funding applications and project/ fund reports for the LI and existing and future third-party partnerships.

- Support operations teams on the effective management of their budgets, projects, pricing models and ad hoc financial advice.
- Maintain month-end close timetable and schedule of balance sheet reconciliations with supporting links.
- Accountable for the timely production of monthly management accounts to budget-holders and quarterly management reporting pack to SLT.
- Prolong-term active on-going cash-flow monitoring against in year forecasts and make annual amendments to long term financial planning and cash-flow forecasts.
- Deliver the consolidated year-end statutory accounts to a high standard of accuracy, and in compliance with Companies Act and Charity SORP and FRS102.
- Responsible for LI Group HRMC Quarterly VAT returns, effective recovery under partial exemption and advice on appropriate vat treatment of expenditure and income in the accounts.
- Providing financial training to embed compliance with all financial procedures and controls.
- Authorise the outsourced payroll report for payroll changes by the HR Manager before submission.
- Principal contact and administrative support to professional advisors, for example pension, insurance, investment and legal advice (as appropriate).
- Responsible for the annual insurance renewals and evidence to support insurance cover.
- Responsible for the property and investment strategy and its execution.

- **Contract management and Procurement.**

- Maintain LI Group schedule of preferred suppliers and authorise new supplier additions to ensure consistency with the LI procurement policy and procedures.
- Maintain the LI Group contract register and provide FRC with an annual report on changes to the register in the year.
- Provide assistance with tender invites and assessments in line with internal templates.
- Ensure that variation to procurement procedures is duly authorised by the CEO and ratified by the FRC as appropriate.
- Annually review the procurement policy and procedures and implement improvements in keeping with the contract and procurement regulations and organisation needs.

- **Governance, compliance and financial risk management**

- Provision of financial and procurement papers for meeting of the Board, FRC, Advisory Council, AGM and EGM to inform and meet statutory compliance with regulatory bodies.
- Liaise annually with the auditors to plan and deliver the statutory audit in keeping with the Board and FRC timescale and respond to findings and recommendations.
- Responsible lead to take forward actions agreed on financial matters at Board, FRC, and SLT meetings.
- Responsible for maintaining the Financial Risk Register and feeding into the Corporate Risk Register.
- Responsible for internal controls procedures and processes for the safeguard of all assets.
- Provide oversight for all mandates and their alignment with the Scheme of Delegation.
- Maintain oversight of the reserves policy and reflect appropriately decisions made for designated funds.
- Advise the CEO and Board on the impact of developments in finance and in the interpretation of charity and company law.
- Submit on-line financial annual returns to Charity Commission England & Wales, and OSCR in Scotland as well as Companies House.

- **People Management and Key Relationships**

- To coach and mentor, the Senior Finance Officer by knowledge sharing, training and on the job development.

- Undertake regular 1-1 sessions to check in on wellbeing and support effective work planning and delivery.
- Annual agreement of objectives and development needs in keeping with the performance management cycle.
- Documented formal supervision and review of objectives, and achievement to date and any amendment in light of changing circumstances.
- To develop a collaborative and business partnering approach with the Commercial Director and Heads of: Membership Services, Professional Regulation, Standards, Education & Members Engagement, Policy and Insight, and Human Resources and Organisation Development.
- To support LI members and managers to adhere to financial regulations.

- **Other**

- To undertake any other duties as may be reasonably expected.

- **Person Specification**

- **Skills and Experience**

- **Essential**

- A qualified accountant (CIMA, ACCA, ACA, CIPFA) and an active member of a professional body/network.
- Extensive experience of providing financial leadership and oversight in organisations.
- Demonstrable experience of leading change, building organisational capability, and driving performance and inclusion, in a people positive manner.
- Experience of leading and co-ordinating organisation-wide business plans, monitoring and evaluating performance in line with financial resources.
- Knowledge of charity governance and company law and regulatory bodies returns relating to charity and company finances and governance.
- Experience of proactively contributing to the broader strategic direction of an organisation.
- Knowledge of financial regulations, including statutory accounting, budgeting, forecasting management reporting and cash management.
- Demonstrable experience being a business partner to the CEO and Leadership Team members.
- Ability to successfully interact with the Board and other key stakeholders and lead presentations to the Board and sub committees on financial matters.
- Recent experience of producing annual consolidated statutory accounts, in compliance with FRS102 and supporting external and internal audits.
- Experience of managing grant funding and producing reports for funders/partnership organisations.
- Strong interpersonal skills, able to work well across all levels of the organisation.
- Strong problem solving and ability to make decisions based on analysis of information.
- Excellent IT skills and experience of using various accounting packages such as Sage50 and leading on financial systems transformational change.

- **Desirable**

- Experience of working in a membership organisation.
- Experience of working in the voluntary/charity sector and knowledge of Charity SORP.
- Project management experience and using monitoring tools e.g. Monday.com or similar.
- Understanding of CRM systems – e.g. Microsoft Dynamics and integration with financial systems.
- Procurement and contract management experience.

- **Personal approach and attributes**

- Passionate commitment and genuine interest in the LI mission and values and the role it can play in creating a future that benefits all people and planet.
- An entrepreneurial and commercial attitude with a focus on raising performance to achieve ambitious objectives.
- Intellectual rigor with the ability to absorb complex information and communicate this succinctly and effectively to expert and non- expert audiences.

- Strategic thinker combined with excellent attention to detail.
- Demonstrable commitment to maintaining and fostering an inclusive culture.
- A positive approach with a strong sense of team and a calm persona.
- Solutions focused and willing to roll-up sleeves in a small team.
- Ability to work with competing priorities and deliver to tight deadlines.
- Committed to continuous professional development and have a natural curiosity in changes in the charity sector, built environment and sustainability, technology for efficiency and agility.

We offer a range of family-friendly, inclusive employment policies and flexible working arrangements to support staff from different backgrounds. We invite applications from under-represented and diverse communities. The LI welcomes applications from everyone irrespective of gender and ethnic group, however, in order to improve representation, we particularly encourage applications from members of ethnic minority groups, people with disabilities and people from the LGBTQ community.