



—THE—
HEART
—OF—
ENGLAND
—FOREST—

HEAD OF FINANCE

CANDIDATE PACK

November 2024

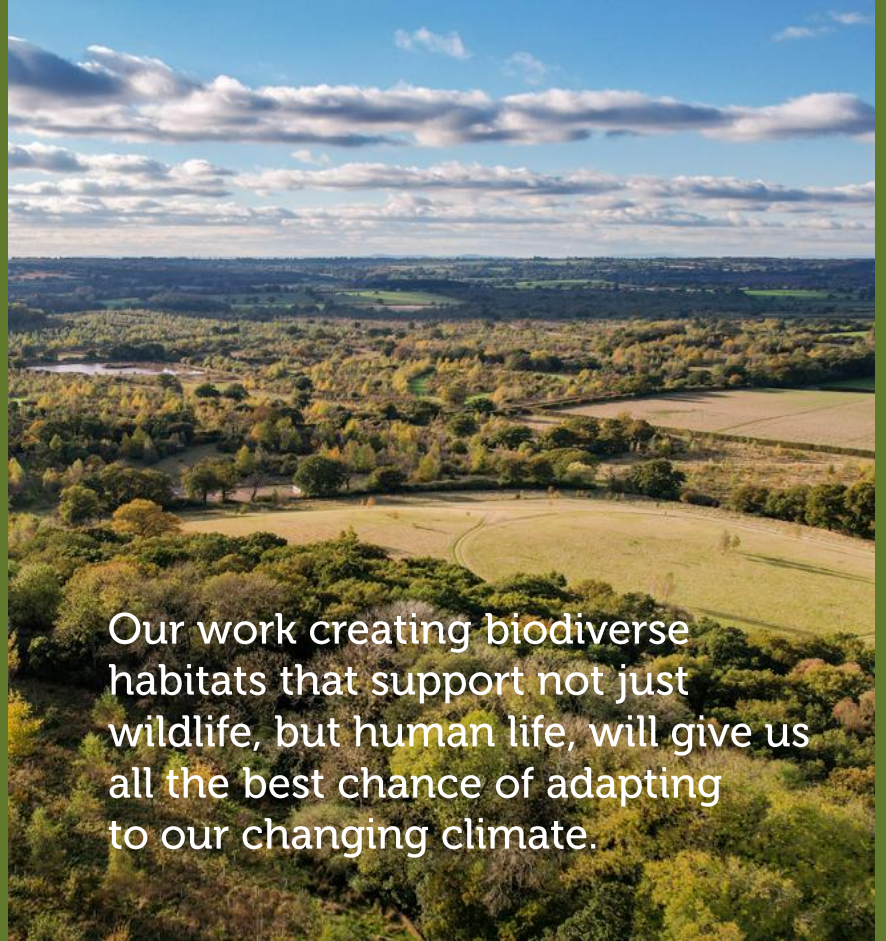
WHO WE ARE

The Heart of England Forest is **helping to reverse centuries of woodland decline** by creating and conserving a huge broadleaf forest in the heart of the country, a place of enduring natural beauty, protected and secured for generations to come.

We take our mission very seriously; it has never been more important to invest in our natural environment. Our work creating biodiverse habitats that support not just wildlife, but human life, will give us all the best chance of adapting to our changing climate.

The Forest is more than just trees...

It is home to an incredible array of habitats, including new tree planting, mature and ancient woodland, grassland, heathland, farmland, and wetland, that enable animals, plants, and people to thrive. As the Forest grows, **eventually covering 30,000 acres** (an area the size of 17,000 football pitches), so too will the benefits to both our health and that of the natural world.



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OUR PEOPLE

We take great pride in investing in our colleagues. We were one of the first organisations to deliver the [forestry apprenticeship](#), to address the skills gap and improve diversity within the sector.

[Read more here: Celebrating National Apprenticeship Week 2024 | Heart of England Forest](#)

We value our people; we are proud to be a [Real Living Wage Employer](#) and a [Disability Confident Employer](#).

Our amazing community of volunteers helps us with all aspects of creating and managing the Forest all year round, including tree planting, wildlife and habitat surveying, managing footpaths and assisting with our education programmes. We are proud to have been awarded the [Queen's Award for Voluntary Service](#), recognising the incredible support our volunteers give to the charity.

[Read more here: Heart of England Forest volunteers recognised with Queen's Award | Heart of England Forest](#)



JOIN US

Maintaining and managing the Forest in perpetuity for the benefit of people, wildlife and the environment is our biggest challenge.

This is an exciting time of growth and development for the Heart of England Forest. With a new Chief Executive joining us this autumn, we will be reinvigorating our ambitious vision and updating our strategy to deliver one of the most significant resources for climate change mitigation and nature recovery in the country.

You can also find out more about our impact here charity here: [Our impact | Heart of England Forest](#) and in our most recent annual report: [Download our Annual Report | Heart of England Forest](#)

If you are inspired by our vision and our energy and would like to join us in creating an incredible breath of fresh air for the nation, we would love to hear from you.



THE ROLE

The Head of Finance is the leader of the finance function and is responsible for developing and implementing all aspects of the finance team's plans. These plans will support the delivery of the organisational strategy - to which the Head of Finance would be a key contributor.

JOB SUMMARY

Reporting directly to the Chief Financial & Operating Officer (CFOO), this is a new position which reflects the Charity's growth, and its commitment to developing strong support functions.

They'll manage a Finance Manager (who in turn manages two members of staff) and will lead the whole team in constantly improving processes, working with senior colleagues throughout the organisation to identify which improvements are most important.

The Head of Finance will have a critical role to play in improving the financial outlook of the charity, supporting commercial operations and donor-funded projects so that long-term financial sustainability is secured.

There will also be important elements to the role which must be done, such as producing annual reports and overseeing VAT returns. The Head of Finance will need to work out how to do these things in the most effective way, and then document the processes so that they can be picked up by any new member of the team.

This role will evolve and grow as the organisation expands. It would suit an experienced accountant who recognises the value of continual improvement within the function. . They will also want to build and develop a team to drive those improvements. The successful candidate will be someone who likes building relationships across an organisation and who would be prepared to take on additional projects to help the charity grow and thrive.



KEY RESPONSIBILITIES

DEVELOPING & DELIVERING ORGANISATIONAL STRATEGY

- Provide analysis and advice to the Senior Leadership Team (SLT) and the Board on the financial implications of strategic scenarios.
- Contribute to the production of the organisational strategy and plans with other senior leaders.
- Identify risks and opportunities throughout the organisation as to the strategy's delivery.

FINANCE TEAM PLANNING & DEVELOPMENT

- Audit the function, and develop a three-yearly activity, resource and financial plan to close any gaps identified. Develop and check this plan with senior colleagues and Board members as appropriate.
- Oversee and be accountable for the delivery of the plan (including leadership of the finance function), producing stakeholder updates throughout each three-year cycle.

MANAGEMENT & STATUTORY REPORTING

- Redesign and produce monthly management accounts for budget holders, as well as for the Senior Leadership Team (SLT) and the Board. Identify the most impactful methods for communicating messages in a concise way.
- Manage cashflow reporting and forecasting, helping to maximise investment returns.
- Lead the production of the financial elements of all statutory accounts and tax submissions, working with senior colleagues to ensure timely delivery of the full annual report and any other submissions required.
- Design, coordinate and report on the financial elements of annual operating planning and budgeting, and any necessary forecasts or longer-term planning exercises.

KEY RESPONSIBILITIES (continued)

FINANCIAL CONTROLS

- Document all relevant processes and controls such that the team can continue seamlessly irrespective of changes to personnel.
- Include any necessary improvements to controls mechanisms within the finance plan, and identify and procure third party expertise as necessary.
- Produce or improve finance policies as identified by the post-holders own initial assessment, and any ongoing reviews of the function.
- Act as the most senior technical professional on all finance and taxation matters.

COMMERCIAL OPERATIONS & PROJECT MANAGEMENT

- Support the Commercial Managers, helping them to resolve day-to-day matters.
- Report on, and project manage plans to improve, returns on investment from commercial activity.
- Provide or co-ordinate all finance input into externally funded projects from inception through to post-project assessment.
- Manage or oversee specific internal projects as required, including some that may involve the integration of finance systems with other systems.

KEY RESPONSIBILITIES (continued)

OTHER RESPONSIBILITIES

- Support the CFOO in all relevant Board and Committee activities, attending meetings (such as the Finance & Audit Committee) as and when required.
- Develop mechanisms to receive and act on internal stakeholder feedback.
- Foster and develop relevant partnerships with other organisations to enhance resource and expertise available to The Heart of England Forest.
- Maintain relationships with the suppliers, corporate partners and regulatory bodies.

GENERAL

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes.
- Commit to continual professional development.
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by the CEO, CFOO, and/or the Senior Leadership Team.



YOUR SKILLS AND EXPERIENCE

EXPERIENCE AND KNOWLEDGE

- You will be a qualified accountant with proven experience leading a finance team.
- You will be able to demonstrate your technical accounting experience but will also be able to show how you have thrived in non-technical areas such as contributing to organisational strategy, planning and analysis, and in working with your internal customers.
- You will have adapted to an unfamiliar finance system before and maximised its capability over time. You will be able to demonstrate the ability to manipulate data in Excel in a way that allows for automated analysis where the finance system itself cannot provide it.
- You will have experience of charity accounting including producing statutory accounts, managing restricted funding and (desirable) dealing with trading subsidiaries.
- You will have reviewed the effectiveness of finance processes and internal controls and put in place new and clearly documented procedures.
- You might have worked recently with a mid-sized accounting system such as AIQ or Iplclic.



YOUR SKILLS AND EXPERIENCE (continued)

SKILLS AND ABILITIES

- Excellent communication skills with an ability to build relationships and engage effectively with people at all levels.
- You will have produced and improved management accounts either directly from a finance system or by downloading data into Excel – all to a strict timetable and aligned to business needs.
- You will be able to tell us, in detail, how you have built or developed a team – identifying the tasks and skills required and ensuring your team ticks all the boxes.

STYLES AND BEHAVIOURS

- You will possess a collaborative and participative leadership style.
- Be confident, resilient, and forward-thinking.
- Be innovative with an aptitude for developing creative new approaches to finding the right solutions for the Charity.
- You will be the type of professional that seeks and welcomes all kinds of feedback and can use it to improve service delivery and to enhance your own personal and professional development.
- You will be open in your communication style, even when working under pressure and to tight deadlines.

TERMS OF APPOINTMENT

Annual salary: £55,000- £65,000

Hours: Full-time and permanent

Annual leave: 28 days, plus bank holidays

Additional benefits:

Contributory pension scheme
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme
(x4 death benefit)

Employee assistance programme

Medical cash plan

HOURS

Normal working hours will be 37.5 a week, usually between 08.00 and 17.00, Monday to Friday. However, some out of office hours work will be required, which may include evenings, weekends, and bank holidays, for which time off in lieu will be given.

LOCATION

You will be based at our head office in Dorsington near Stratford upon Avon with hybrid working available from home or one of our satellite offices.



Help grow and shape
England's largest new
native broadleaf
woodland

HOW TO APPLY

If you believe that you are the right person to help take our work and ambition to the next level, we really want to hear from you.

Email your CV and supporting statement (no more than two pages)
to: jobs@heartofenglandforest.org

The deadline for applications is: midnight 24th November 2024.

Interviews will be held during week commencing:

1st Stage - 2nd December 2024

2nd Stage – 9th December 2024

Planting tomorrow's great native woodland

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DIVERSITY STATEMENT

We are building a culture where diversity is valued, and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality, and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of all communities.

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