

CRYSTAL PALACE PARK TRUST

Head of Finance & Corporate Services

Application Pack

September 2024

‘Crystal Palace Park Trust will act as the custodian of Crystal Palace Park to protect, manage and improve Crystal Palace Park as a green, historic, ecological, recreational, sporting, cultural and educational resource in the interests of park users and of the wider community.’

Dear Candidate

Thank you for your interest in joining Crystal Palace Park Trust

The Head of Finance & Corporate Services role offers the opportunity to join a young and growing registered charity at an exciting point in its evolution, and to help lead on establishing Crystal Palace Park as an exemplar in urban park management, community-led regeneration and cultural and heritage programming.

The appointment comes at a pivotal moment: in September 2023, after 25 years of community campaigning, Crystal Palace Park Trust took over custodianship of this unique landscape via a 125 year lease from the London Borough of Bromley.

We are now working closely with the London Borough of Bromley and a wide variety of other park and community stakeholders to deliver our mission: to protect, manage and improve Crystal Palace Park as a green, historic, ecological, recreational, sporting, cultural and educational resource in the interests of park users and of the wider community.

Crystal Palace Park is not your typical park

At over 200 acres Crystal Palace Park is far larger than most urban parks. Beloved as a 'back garden' to many people in the surrounding neighbourhoods, it is also of national and international significance due to its design as the grounds to the Victorian architectural masterpiece, The Crystal Palace, following its move from Hyde Park in 1854.

As a result - as well as being home to a wide variety of plants, trees, animals and birds - the park is rich in unique heritage including the 170 year old world-famous dinosaurs, sphinxes, and Italian Terraces as well as a younger, but no less unique, architect-designed outdoor concert venue.

Today, circa one million people visit the park every year; to relax and meet friends and family, take part in sports and physical exercise, enjoy world-class acts during summer festivals, or simply have a moment of peace and enjoyment of nature.

Sadly despite its past grandeur, challenges securing the funding needed to maintain a park of this complexity and scale, have left the park a ghost of its former glory. It is now Grade II* listed and has been on the Heritage at Risk Register since 2009.

However, the park is on the cusp of benefiting from an ambitious park-wide regeneration programme, the next two phases of which will see £17.75m invested into its landscape, infrastructure and heritage assets. The world-famous dinosaurs and Italian Terraces will be restored, there will be a new Visitor Centre and playground, and south London's very own hidden gem - the Victorian Subway - will be reopened as an events and arts space. At the heart of the park is the Greater London Authority-run, brutalist wonder - the National Sports Centre - which is also subject to its own

£200m regeneration programme in the coming years and to which the Trust is a strategic stakeholder.

The capital works will be accompanied by a vibrant heritage engagement programme, complementing the growing reputation of the park as a venue for culture, music, theatre and dance. It is expected that the growing profile of the park will support the Trust's aim to expand and diversify the park's visitor base and increase annual visitor numbers by 35%.

Capital works are due to start on site in early 2025. Thanks to anticipated significant funding from the National Lottery Heritage Fund and the continued support of Historic England and the London Borough of Bromley among others; a new era is coming.

People at the heart of a special place

The Trust's excellent and growing in-house team will soon consist of 14 staff members organised into three departments: CEO & corporate functions (communications, digital/IT, finance, fundraising, legal and HR), Events and Programming and Park Management & Commercial. A large number of additional talented individuals are engaged onsite through suppliers, partners and volunteer groups. You can read more about the Trust and its work for the Park's community, its heritage and ecology at: www.crystalpalaceparktrust.org

The Trust has one wholly owned subsidiary, Crystal Palace Park Events Limited, which supports commercial, revenue-generating activities. The entity operates independently, with its own separate Board. It supports the charity by donating its profits to the Charity.

The role of Head of Finance & Corporate Services

This is an exciting opportunity for a qualified finance professional to join our team in the post of Head of Finance & Corporate Services as we develop our systems, infrastructure and income streams to secure our long-term sustainability. Central to the success of our strategy is an efficient finance function providing timely management information and strong financial controls. This will enable the team to make smart decisions, manage expenditure effectively and safeguard our charitable funds.

You will be an astute finance professional who is able to provide sound financial advice as well having a strong grip on day-to-day financial operations. You will also ideally have experience of HR, IT and administrative functions, and will manage our relationships with external advisers in these fields, alongside line management of an in-house administrative officer. In addition, you will assume company secretary responsibilities and enjoy direct liaison with our Boards and committees. Guiding us with ethics, you'll support us in making the right decision, rather than the easy one.

We embrace a work culture that is supportive, celebrates success, and embraces continuing education and training as a critical component of actively supporting staff. We seek applicants who share our passion, energy and excitement, who identify with the Trust's mission, and who believe that they will thrive in a busy and ambitious environment.

Crystal Palace Park Trust is an equal opportunities employer. We believe that our staff should represent the communities, organisations and individuals that we work with and support. We want people from all backgrounds to contribute to our work and be given the opportunity to share their experience, expertise and enthusiasm and therefore welcome applications from all sections of the community.

The deadline for applications is Monday 7 October 2024. I look forward to hearing from you.

Yours faithfully,

Victoria Pinnington
Chief Executive Officer

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| Role: Head of Finance & Corporate Services |
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| Line Managed By: | Chief Executive Officer |
| Location: | Crystal Palace Park, Ledrington Road, London, SE19 2BB |
| Responsible for: | This role is responsible for managing: <ul style="list-style-type: none"> • Strong financial control and risk management • Decisions and accounting in relation to the Trust and its subsidiary • Oversight of corporate services operations including HR, IT, and office management • Compliance and company secretarial duties • Line management of Office Administrator |
| Salary: | c. £45,000 |
| Hours: | 40 hours per week (inclusive of 1 hour lunch) 0.8 FTE considered |
| Benefits | 25 days annual leave plus statutory holidays, increases by a day, pro rata, each year completed, up to 30 days pro rata. Employer Pension Contribution 5%, Employee Assistance Programme (EAP) service, Flexible working. |

Purpose

The Head of Finance & Corporate Services will maintain strong financial and internal controls. They will provide high quality financial advice to staff and stakeholders in areas including management and financial accounting, charity accounting, financial planning and commercial support.

They will also be accountable for the smooth running of Crystal Palace Park Trust's corporate services spanning HR, IT, risk and office management. In addition, as Company secretary, you will be required to ensure that the Charity remains compliant with Companies House and Charity Commission requirements, and support Trust Board and committee meetings as required.

This role sits at the very heart of the organisation and effectively and efficiently utilises the required broad skillset to meet a wide variety of duties and demands.

Responsibilities:

Within this role you will play an integral part in the performance of Crystal Palace Park Trust in several core areas:

Finance (50%)

- Responsible for the effective and efficient running of the Finance function
- Establish appropriate systems and procedures to manage the annual budgeting process (income and expenditure) including control and reconciliation on a regular and frequent basis, and prepare reports as required
- Manage the weekly supplier payment run and own the month-end close process including but not limited to, accruals & prepayments, bank and other balance sheet reconciliations, Inter-company transactions, deferred income, depreciation and salary journals
- Prepare management accounts for reporting at SLT and Board level.
- Prepare the VAT return, Gift Aid submissions and ensure compliance with all relevant tax matters
- Liaise with external auditors, planning the scope and timing of work plus providing them with all relevant materials
- Advise on legal compliance on financial and matters of financial risk.
- Provide financial information for fundraising purposes, including the preparation, monitoring and reporting of bid budgets which follow detailed donor finance criteria and that apply full cost recovery where applicable; and administration of unrestricted and restricted funding from a variety of sources
- Support the diversification of commercial income generating streams including events, concessions and leases by creating financial

projections, advising on financial terms and offers and reporting for the trading board

- Champion value for money and ensure compliance with Trust policies.

Human Resources, IT and Administration (20%)

- Line manage the office administrator and delegate where appropriate
- Coordinate all HR tasks, such as recruitment, inductions, appraisal, training and development, payroll and maintaining employee records on the relevant system(s)
- Work with the CEO to develop and update HR policies for the staff handbook alongside the pension scheme and staff benefits offer
- Support the CEO on the annual review of the staff pay and grading system
- Oversee a suitable office environment and daily administrative functions including the provision of effective equipment, systems and services
- Maintain and organise effective digital/IT systems, storage and services including up to date and accurate file management, records and databases held by the Trust
- Maintain adequate insurance cover for the Trust, undertake renewals and tender insurance brokers

Contract & Risk Management (15%)

- Manage the relationships and contracts with external HR, legal, financial and other service providers/advisers.
- Hold a register of subscriptions, insurance agreements, leases and other contracts and ensure that essential services and contracts are maintained
- Provide the CEO/SLT guidance on the financial aspect of strategic decisions, and draft/review contracts for financial, compliance and legal implications
- Develop and maintain a dynamic Risk Register framework for the Trust.

Company Secretary and Compliance (15%)

- Serve as the Company Secretary, ensuring compliance with legal and regulatory requirements for a registered charity including GDPR, Health and Safety and Workplace regulatory requirements
- Maintain a Compliance Calendar to ensure that the Trust meets all its reporting requirements to relevant Regulatory Bodies

- Work with the CEO/SLT on the development and regular review of organisational policies and procedures and maintain accurate and up-to-date corporate records and documents
- Prepare and file necessary documents with relevant government authorities
- Coordinate board and committee meetings, prepare agendas, and take minutes
- Support the Chairs in ensuring the engagement and involvement of all members of the Board in the process of recruitment, self-assessment and development
- Support the coordination of the decision-making processes of the Trust and assist with internal communications.

These responsibilities are broad and cover a range of aspects of our work at Crystal Palace Park Trust. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. A limited amount of evening and weekend work will be required by arrangement. Time off in lieu will be granted as agreed by your line manager.

The following is an estimate of the balance of the role. It may change at different points during the year and over time but is intended to give a feel for the split of work.

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| Finance | 50% |
| HR, IT and Admin | 20% |
| Contract Management & Risk | 15% |
| Company Secretary & Compliance | 15% |

Person Specification:

QUALIFICATIONS and EXPERIENCE

All essential unless indicated otherwise:

- Recognised accounting qualification
- Experience of working in a charity and an understanding of charity SORP, company accounts and restricted / unrestricted income
- Experience and understanding of financial systems and platforms (Xero desirable)
- Experience of working with small group accounts
- Experience of managing staff and external suppliers
- Experience of managing corporate services functions including HR and IT and/or undertaking company secretary duties (desirable).

KNOWLEDGE, SKILLS and ABILITIES

- Ability to identify the financial, regulatory and tax implications of decisions and provide guidance using outside expertise where necessary
- Organised and highly numerate with excellent attention to detail
- Ability to confidently deal with colleagues and develop strong internal and external relationships with stakeholders
- Excellent communication skills with an analytical mindset and an ability to communicate complex information to non-finance stakeholders
- Ability to work independently and initiate projects
- Strong written and communication skills, including the writing of concise reports
- Excellent IT skills including advanced Excel skills.

VALUES and BEHAVIOURS

- A commitment to Crystal Palace Park Trust vision and values
- A strong moral compass - doing what's right and raising concerns if required
- A strong commitment to championing anti-racism, intersectionality and other forms of diversity, equity and inclusion
- Passion for working with diverse groups of people and engaging people in new opportunities
- Energetic self-starter able to work individually and as part of a team as needed
- A willingness to further develop skills as necessary to thrive in the role.

How to apply

Submit the following documents as separate .pdf files:

1. CV
2. Covering letter not to exceed two single-sided pages. The covering letter should consist of a statement of personal interest and clearly describe how the applicant satisfies the job description (main responsibilities and person specification) outlined below.
3. Equal opportunities form

Submit the three documents above to jobs@crystalpalaceparktrust.org, quoting '**Role: Head of Finance & Corporate Services 2024**' in the subject line.

Qualified applicants who are interested in a brief informal discussion about the role prior to applying can request one by contacting: jobs@crystalpalaceparktrust.org

Recruitment timeline

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| Closing date | Monday 7 October 2024, 10am |
| Shortlisting | 8 / 9 October 2024 |
| First round interviews (panel format, plus presentation) | Friday 25 October 2024 |
| Expected start date | ASAP depending on notice periods |

Additional information

Crystal Palace Park Trust website <https://www.crystalpalaceparktrust.org/>

Crystal Palace Park Trust newsletter
<https://www.crystalpalaceparktrust.org/sign-up-to-our-newsletter>

Crystal Palace Park Regeneration Plan
<https://www.crystalpalaceparktrust.org/pages/the-park-regeneration-plan>

Connections - Crystal Palace Park Trust's strategy
<https://www.crystalpalaceparktrust.org/pages/connections-the-trusts-strategy-for-crystal-palace-park-2022-24>