



Head of Finance and Office Services Job description

Background

Bats are a vital part of our native wildlife, accounting for almost a third of all mammal species in the UK. Our 17 species of bats are all under threat from loss of habitat and fewer insects to feed on, and have suffered severe declines during the past century. Though some species of bat have made slight recoveries in recent years, bat populations remain vulnerable.

The pressures bats face, such as landscape change, agricultural intensification, development and habitat fragmentation are also relevant to many other wildlife species, making them excellent indicators of the wider health of the UK's wildlife and in 2008 bats became established as one of the UK's Biodiversity Indicators.

The vision of the Bat Conservation Trust (BCT) is 'a world where bats and people thrive together in harmony' and our mission is 'to secure the future of bats in a changing world'.

BCT's core expertise includes: biodiversity delivery (an experienced lead partner for several bat species in the UK Biodiversity Strategy); the National Bat Monitoring Programme (coordinating more than 1000 volunteer surveyors each year); delivering advice about bats (through the National Bat Helpline and through long-term partnerships with the statutory nature conservation organisations); training professionals and volunteers; and engaging and educating wider audiences.

BCT has undergone a great deal of change over a relatively short period of time: Since 2000 the Trust has grown from a handful of staff to over 35 and from an annual turnover of around £250,000 to over £1.5 million (09/10). BCT's main sources of income are statutory grants and contracts, charitable trusts grants, fees for courses and membership and donations. BCT is a membership organisation with around 5,000 members. The Charity is governed by its Memorandum and Articles and has a Board of Trustees with twelve members who meet four times a year. The Annual General Meeting is usually held in September during the National Bat Conference. BCT's head office is in Battersea Park, London and we have offices in Wales and Scotland as well as some remotely based staff.

We are looking for a qualified and experienced accountant with excellent financial acumen, communication and prioritisation skills, to provide professional financial and office services support to the team of staff and trustees.

Purpose of the job

- To be responsible for all aspects of financial management and financial reporting for the BCT, to ensure BCT's financial objectives are met and that all parts of the organisation enjoy a first class financial support service
- To be responsible for overall management of BCT's office services, including BCT's accommodation at all of its locations, administration and IT systems, and oversight of BCT's office health and safety
- To work with the Trustees on updates to the Memorandum and Articles of Association
- To lead on annual returns and accountability
- To line manage the part-time Administration Officer and part-time Book-keeper
- To be the key liaison point with the contract IT Manager, H&S Advisor, Solicitor and Financial Advisor

Main Responsibilities

FINANCIAL MANAGEMENT AND REPORTING

- Management of all financial operations, functions and systems reporting to and in close liaison with the Chief Executive, including:
 - To prepare BCT's annual budget (currently done by the CEO), provide monthly management accounts (or as requested) and to be responsible for the preparation of end of year accounts
 - To ensure proper financial records are maintained and internal controls implemented
 - To be in charge of the grant claims schedule and make financial claims to funders to schedule in partnership with project staff
 - Production and interpretation of monthly management accounts and balance sheet prepared in liaison with the budget holders
 - Maintenance of financial forecasting systems and production of quarterly cash flow forecast and investment reports
 - Production of year end accounts, including planning and management of annual audit in liaison with auditors
 - Completion and filing of annual returns and other reports as required to Companies House, the Charity Commission and the office of the Scottish Charity Regulator (OSCR)
 - Presentation of financial updates and information to staff meetings
 - Maintaining daily sales, purchase and nominal ledgers and payroll reconciliation
 - Management of statutory payments and taxes including VAT and Gift Aid returns
 - Management of bank accounts including sterling and foreign currency accounts
 - Production of annual budget and rolling 3 year Business Plan including consolidation of departmental budgets and revision of income and expenditure forecasts in liaison with Chief Executive, Senior Management Team and budget holders
 - Ensuring fundraising and grant proposals are compliant with internal financial administration and accounting requirements and assisting project managers and fundraising staff with developing budgets for new funding applications
 - Ensuring all financial and fundraising operations are fully compliant with SORP and other relevant statutory requirements
 - Maintenance of effective working relationships with respect to finances with external organisations, government agencies, funders and suppliers
 - Providing clear and understandable communication on day-to-day financial issues to other members of staff and volunteers

SUPPORT FOR BCT TRUSTEES

- To support the Hon. Treasurer and Hon Secretary including:
 - Preparing papers including quarterly management accounts reports, forecast and investment reports
 - Administration of Trustee meetings (with admin support)
- To provide information to Trustees and from time to time attend Board Meetings as a member of the Senior Management Team as required by the Chief Executive
- To liaise with solicitors, bankers, investment managers, H&S Advisor and other professional advisers

IT AND DATABASE SYSTEMS

- To take overall responsibility for IT systems across the organisation including:
 - Line Managing the contract IT and Database Manager and associated work streams
 - Driving good standards of communication across the organisation relating to IT matters
 - Ensuring the organisation has sufficient IT capacity to meet its needs including budget preparation and future systems planning

ADMINISTRATION AND OFFICE SYSTEMS

- Management, motivation and support of the Finance and Admin Team (currently 1 part-time Administrative Assistant and 1 part-time Bookkeeper), liaising closely with the PA to the Chief Executive
- To be responsible for the day-to-day operation of BCT's head office including liaison with landlords, building maintenance services, cleaning contractors, external storage space and others to ensure high standards are established and maintained on a cost effective basis
- To be responsible for oversight of office health and safety systems and processes (with admin support)
- To secure and maintain provision of adequate insurance cover for all BCT staff and operations
- Office location review – to work with the CEO, PA and Senior Management Team to review office space, recommend solutions and potentially manage a move to a new location close to Battersea.

GENERAL

- To play a corporate leadership and management role as a member of the Senior Management Team, working in support of the Chief Executive
- To contribute to the overall strategic planning process for BCT and support implementation of the Strategic Plan across the organisation
- To carry out any other duties as required from time to time by the Chief Executive

Working Relationships

Inside the Organisation: Line managed by the Chief Executive.

Line management responsibilities include the Administrative Assistant and Book-keeper and IT Consultant and other contractors as needs arise

Working closely with members of the Senior Management Team and the Honorary Treasurer and Honorary Secretary

Duration: This is a permanent, full-time position with an initial three month probationary period with one weeks notice, then three months notice.

Salary: The salary is £30,000 to £37,500 depending on experience

Holiday: 25 days annual leave plus statutory public holidays

Pension: BCT offers a stakeholder pension scheme with Friends Provident after satisfactory completion of the three month probationary period and matches contributions up to 3% of salary.

Hours: Standard hours are 09.00 to 17.30 Monday to Friday including one hour for lunch (37.5 hours per week). There will be occasional evening and weekend work, for which time off in lieu is given.

Location: The BCT offices in Battersea, London. There may be opportunities for working from home on an agreed part-time basis. Travel away from the BCT London office may be required from time to time for example to the Welsh and Scottish offices.

Person Specification

This section details the experience, competencies, knowledge and personal qualities desirable for the post.

Quality	Essential	Desirable
Experience	<ul style="list-style-type: none"> • ACMA qualified or equivalent, or AAT and qualified by experience • Excellent working experience of Sage line 50 or equivalent computer accounts package and payroll • At least 4 years post qualification financial experience • Experience of preparing in-year financial reports and accounts • Line management experience • Leadership experience 	<ul style="list-style-type: none"> • Presentation of accounts and financial information to non-financial audiences • Management of office services teams and systems • Experience of working with and overseeing server-based IT systems • Experience of providing support to governing bodies/boards • Experience of Charity constitutions • Experience of managing an office relocation
Knowledge	<ul style="list-style-type: none"> • Working knowledge of financial accounting standards 	<ul style="list-style-type: none"> • Knowledge of charity accounts and SORP requirements will be a distinct advantage
Competencies	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills able to work closely with and explain financial matters clearly to the staff team • Excellent spreadsheet skills - Microsoft Excel • Proven ability to meet agreed deadlines • Strong multi-tasker, able to prioritise multiple workloads • Ability to work under pressure and at a fast pace 	<ul style="list-style-type: none"> • Ability to plan and think strategically • Ability to review and implement new systems • Project management skills
Personal Qualities	<ul style="list-style-type: none"> • Strong team player able to self manage own workload • Committed to wildlife and habitat conservation 	