



THE  
HEART  
OF  
ENGLAND  
FOREST

# FINANCE MANAGER

## CANDIDATE PACK

November 2024

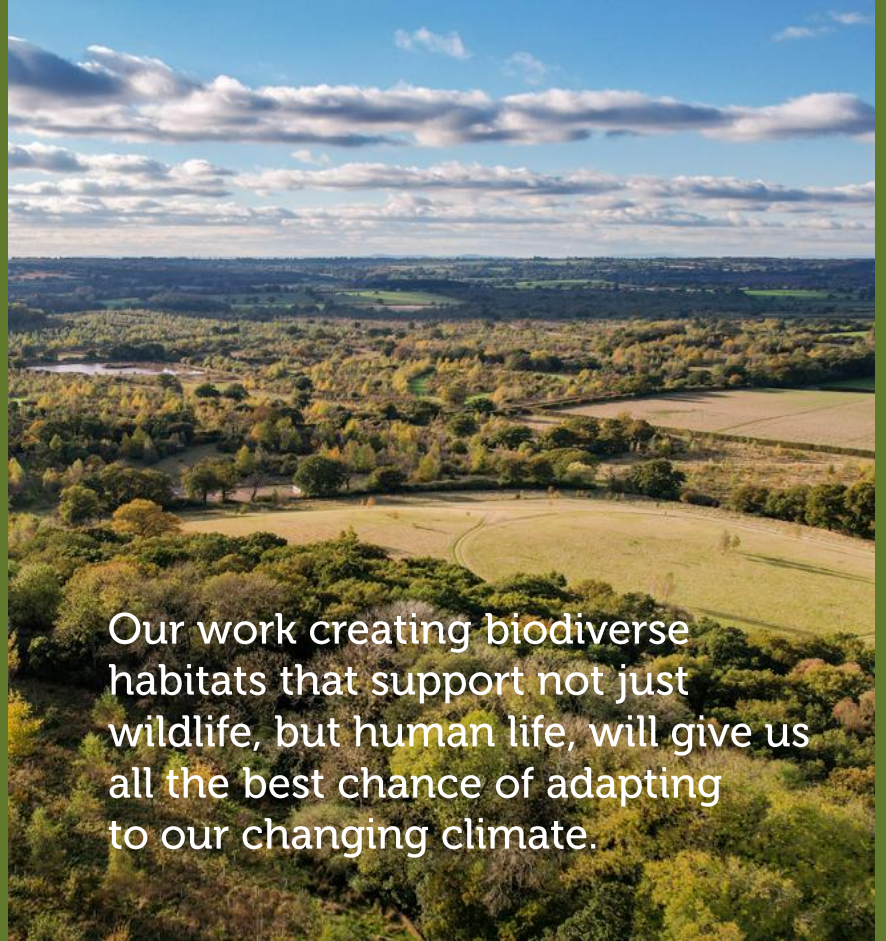
# WHO WE ARE

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

## JOB SUMMARY

Reporting to the Head of Finance, the Finance Manager is responsible for making sure that all of our activities are recorded accurately in the finance system – and that this happens in an effective and efficient manner.

They'll manage two members of staff and will look for ways to constantly improve processes, making those processes less painful for non-finance colleagues - all whilst maintaining financial controls to a high standard. As the finance function evolves, the Finance Manager will support their team's development, ensuring that the function is fit for purpose at all times.

The role would suit an experienced accountant who likes to get things right and has an eye for process improvement, and someone that likes to use systems to make things better.

Our current Finance Manager is about to retire, and this role will build on the good foundations already in place, but will also be expected to identify and deliver short-term improvements alongside the longer-term shifts.



# KEY RESPONSIBILITIES

## FINANCIAL TRANSACTIONS

- Ensure that the activities of the organisation are accurately reflected in the finance system – and upload budgets and other comparatives as required.
- Work with finance and non-finance colleagues to ensure the management information that comes out of the system is useful, timely and accurate every month.
- Regularly review – sometimes using external resource – financial controls, identifying and putting in places changes when necessary.
- Personally post and document complex transactions such as payroll, land acquisitions or inter-company sales.

## PROCESS IMPROVEMENT

- Regularly review the entry-point of finance transactions and how they link to other systems or information, documenting this whenever such documentation does not exist.
- Design and implement good-practice processes that follow organisational policy (such as procurement).
- Regularly review the use of coding across the organisation and propose, with other finance colleagues, changes to improve the production of management information.
- Identify and implement process improvements to reduce errors, improve efficiency, increase automation or simply to maximise the functionality of the finance system.
- Support the Head of Finance to improve cash flow forecasting through the provision of analysis and insight.

## KEY RESPONSIBILITIES (continued)

### TECHNICAL EXPERTISE

- Submit the VAT, payroll and Gift Aid returns and ensure all records are kept as appropriate.
- Act as the main contact and information-provider for audit field work, and year-end tax reporting.
- Contribute to finance policies and the finance handbook, as well as any communication that goes out to non-finance staff
- Act as systems and bank administrator (and super-user), documenting all processes as appropriate, and training new staff when required.

### STAKEHOLDER ENGAGEMENT

- Develop mechanisms to receive and act on internal stakeholder feedback.
- Maintain relationships with 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, Head of Finance and/or the Senior Leadership Team.



# YOUR SKILLS AND EXPERIENCE

## EXPERIENCE AND KNOWLEDGE

- You will be a qualified accountant, or you must be able to demonstrate an equivalent set of skills and technical knowledge. You will have used your skills in a similar role.
- You will have been an active user (i.e. you will have regularly posted transactions) of three or more finance systems and will have acted as the administrator for at least one of those (for a sustained period of time).
- You will have experience of altering a finance system to use analysis fields such as accounts, departments, activities, locations and projects to deliver useful information to budget holders or project managers.
- You will have personally revamped a finance process that was out of date and / or led to control weaknesses. You will also have noticed errors or problems related to your finance system and found ways to put things right.
- 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. You will have worked with a wide range of staff, helping them overcome challenges when being asked to make efficiencies in their delivery of finance processes.





## 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 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 may have experience of charity accounting - including producing statutory accounts, managing restricted funding and dealing with trading subsidiaries.

### 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: £45,000

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](mailto:jobs@heartofenglandforest.org)

The deadline for applications is: midnight 24<sup>th</sup> November 2024.

Interviews will be held during week commencing:  
1<sup>st</sup> Stage - 2<sup>nd</sup> December 2024  
2<sup>nd</sup> Stage – 9<sup>th</sup> 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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Company Registration Number 4309564  
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