



## Job Description Confidential

### Finance Director

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone, TN8 7AR	Chief Executive	3 days a week (22 hours) to be worked flexibly. With up to 1 day a week working from home.	£55-60k pro rata

#### Mission for the role

Bore Place is set in 500 acres of countryside encompassing an organic dairy farm, organic market gardens, venue, and environmental education centre, as well as programmes providing opportunities for vulnerable and disadvantaged young people. Bore Place is run by the Commonwork Trust, a registered Charity and Company Limited by Guarantee.

We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

For over 45 years we have worked towards operating as sustainably as possible, whilst engaging and inspiring as many people as possible. From our early commitment to organic farming, and our drive to reduce our carbon emissions by generating our own green energy, to running education programmes for young people who need an alternative learning environment, Bore Place continues to evolve with a green and social agenda. We are determined to play our part in creating a better environmental, social, and economic future and have set a new Strategic Plan for the next 5 years to do so.

#### Your role

Reporting to the Chief Executive, the Finance Director will be responsible for overseeing the day-to-day financial management of the Trust, financial compliance, and the development and oversight of our Financial Strategy. The successful candidate will provide commercial focus, lead on financial compliance and governance and oversee strong and effective financial administrative functions and reporting.

The role will be instrumental in finding financial solutions to enable the Trust to deliver its Vision and Mission. This role will line manage the Accounts Administrator who will deliver the day-to-day financial administration, draft reports and support the auditor as required.

## Direct Responsibilities

### Day-to-Day financial management

- Prepare quarterly and annual management accounts, including income and expenditure accounts, balance sheet, cash flows, financial performance indicators and supporting notes for the Finance, Risk and Audit Committee and Trustee Board quarterly meetings.
- Responsibility for managing investments and loans in line with Trust's strategies, to meet future requirements.
- Ensure relevant and accurate records are kept, filings made, and taxes paid as required by HMRC (in respect of Payroll, corporation tax and VAT), pension agencies, Companies' House and the Charity Commission.
- Develop and enhance the financial and management reporting systems to meet the strategic and operational needs of the Trust including the identification and implementation of suitable software, and upgrades to existing software and office systems to improve processes and systems to bring about efficiencies.
- Ensure compliance with statutory accounting and regulatory requirements of financial, data protection and charity governance matters.
- Prepare the annual accounts in accordance with relevant statutory and accounting reporting standards and auditing requirements.
- Liaise with external auditors in relation to the annual audit and any management recommendations raised by the auditors.
- Oversee the management and reporting of all funds received from external funders.
- Keep the CEO and Finance, Risk and Audit Committee informed of material developments on a regular and ad-hoc basis as required.

### Strategic financial planning and management

- Prepare annual budgets and oversee the production and sign-off of quarterly management accounts forecasts.
- Lead, develop and deliver a financial strategy to support the delivery of our 5-year Strategic Plan.

### Governance

- Accountable to the Finance Risk and Audit Committee of the Board for all financial, risk and audit matters working closely with the CEO and Board to achieve a high quality of governance for the Commonwork Trust.
- Ensure the Commonwork Trust's legal and governance responsibilities are undertaken and executed in a robust and transparent way, with trustees updated on any relevant legal and/or governance changes.
- Prepare statutory returns and compliance information, acting as company secretary as needed.
- Maintain up-to-date corporate documents and ensuring that all required documents are filed at Companies House and Charities Commission within the requisite deadlines.

### Wider responsibilities

- Inspiring and empowering your colleagues to maximise their contribution to the Trust's mission.
- Undertaking any other duties and projects as may be assigned by the CEO or the Board of Trustees.

**Person specification**

**Knowledge, Experience and Qualifications**

***Essential***

- Qualified Accountant (ACCA, CIMA or equivalent) with 3 years post-qualification experience.
- Experience of Charity accounting
- Thorough knowledge and experience of producing management accounts accurately and to deadlines.
- Up-to-date knowledge of relevant UK government legislation and statutory requirements.
- Experience of managing the finance function of an organisation, reflecting the key duties of this role.
- Experience of managing audits and reporting statutory accounts.
- Proven track record of leading, managing, and motivating people.

***Desirable***

- Experience in leading and overseeing wider organisational compliance (GDPR and HR).
- Policy writing skills.
- Experience of working in a complex cross-cultural environment.

**Skills and Abilities**

- Strong technical financial and management accounting skills.
- Strong IT skills with advanced Excel skills.
- Ability to work to deadlines with good prioritisation and time management skills.
- Proven financial analysis, cashflow management and forecasting ability.
- Excellent communication and reporting skills (verbal and written).
- Proven ability to produce and interpret management accounts.
- Proven ability to provide support, guidance and training to financial and non-financial managers and colleagues.
- The ability to manage a varied and pressured workload.

## Our Values

### Inspire

**Inspiring and learning through experience** - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

### Regenerate

**Regeneration in action** - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

### Collaborate

**Making a Difference Together** - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

### Be Inclusive

**A fair and inclusive environment** - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

### Take Ownership

**Personal and collective responsibility** - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

## Benefits of the role and working at Bore Place

- A diverse role within a growing organisation with clear accountability.
- Ability to make a significant difference to the lives of others and see the direct impact of your role.
- Flexible working arrangements.
- Pension.
- 38 days paid holiday – including bank holidays.
- Coaching and support.
- Opportunity to undertake further learning and training.
- Life insurance, EAP, pension, staff discounts on courses and food.
- A glorious countryside location with free parking onsite

### **Diversity**

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

### **Safeguarding and DBS**

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

### **Right to work in the UK**

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.