



Director of Finance and Administration

1. Summary of role

A Rocha UK is looking for a permanent Director of Finance and Administration.

Contract length: The role is offered on a permanent contract (subject to 6 month probationary period) at 5 days/37.5 hours per week, though we will consider 4 days/30 hours per week.

Salary: £35,700 (pro rata if part-time) plus 10% employer's pension contribution

Location: Working out of A Rocha UK's national office in Southall, West London, with some home working possible.

Start date: September 2018

2. The context

A Rocha UK is a growing charity. Founded in 2003 in Southall as the UK expression of the international A Rocha family of Christian environmental charities, it has for some years been a source of reliable science and theological input for Christians concerned about the environment, while specialising in doing practical conservation projects with local communities. In 2016, with a desire to strengthen the organisation and develop a more national vision, the Board of Trustees appointed as CEO experienced charity leader and environmental campaigner Andy Atkins (former CEO of Friends of the Earth UK and Policy & Campaigns Director at Tearfund).

A Rocha UK has refreshed its mission *as Mobilising UK Christians and churches to care for the environment* and is implementing a new strategy to do that. The Eco Church programme, launched in early 2016 has now registered nearly 900 churches and has the backing of all major denominations. There is a growing network of Partners in Action - Christian conference centres, activity centres and community projects - which A Rocha advises on the management of their land for nature and to engage the public in nature. In summer 2018 A Rocha UK will launch a new programme to engage individuals and families in caring for the environment.

A Rocha UK has a core team of 23 staff, retained consultants, interns and core volunteers. The formal staff complement totals 12 FTE with many staff working part time.

A Rocha UK is striving to professionalise further its operations for maximum external impact and sustainability in an increasingly complex regulatory and cultural environment. This includes further modernising our financial management and administration, HR policies and IT systems overseen by the Finance and Administration Department.

The organisation has three departments: Conservation and Education, Engagement (fundraising, marketing & communications, key audience relations) and Finance and Administration, plus the CEO's Office.

The Finance and Administration Department has had responsibility for finance along with oversight of premises, payroll, IT and HR functions. In addition to the Director the departmental staff consists of a full-time Finance Officer/book-keeper and currently part-time Receptionist carrying out front of house services; and a part-time premises manager. IT, payroll, and HR support services are outsourced, and the relationship with the providers is managed by the Director of Finance and Administration.

A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all staff to be willing to and able to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff residential retreat etc.

3. Job Description

3.1 Overview:

The Director of Finance and Administration will be a member of A Rocha UK's senior management team, reporting to the CEO. The successful candidate will be responsible for the sound financial management and central administration of the organisation including management accounting, financial reporting, audit, reception and premises management, along with management of three staff and oversight of out-sourced support services.

3.2 Roles, responsibilities and tasks in detail:

3.2.1 Senior Management Team. The Head will make a regular contribution to the collective senior management of the organisation under the leadership of the CEO, including:

- a) participating in regular SMT meetings
- b) initiating finance and administration items for SMT discussion and decision
- c) taking responsibility for implementing SMT decisions on financial matters, HR and IT and premises
- d) participating in annual strategic and budgetary planning processes
- e) sharing in and taking a role in leading the collective spiritual life of the SMT and wider organisation

3.2.2 Staff and relationship management.

- a) Managing the Finance Officer/book keeper, receptionist and house manager

- b) Managing relationships with outsourced service providers of HR, IT, payroll etc
- c) Maintaining a strong work relationship with the Board of Trustee's Finance Committee

3.2.3 Financial management and administration. The Director will be directly responsible for the following:

a) Managing the finances, including tracking income and expenditure, managing the bank accounts, ensuring appropriate cash flow and reserves, timely payments or invoices, payroll etc .

b) Developing and maintaining strong and legally compliant financial management procedures including:

- tracking income and expenditure
- regular production of monthly management reports with variance analysis to budgets, for departments and the organisation
- quarterly budget forecasting and trend analysis

c) Ensuring timely production of key financial and HR information and annual budgets

d) Collaborating with the Engagement Director, ensuring ongoing maintenance and development of the interface between our CRM (Donorfy) and banking and accounting programmes, to ensure the most effective and efficient production of management information.

e) Driving the implementation of any audit recommendations, in collaboration with the Chair of the Board Finance Committee and CEO.

f) Developing and maintaining HR policies and documentation and acting at the 'lead' link to the HR support provider

g) Developing and maintaining IT policies and infrastructure, acting as the 'lead' link to our IT support provider

h) Ensuring appropriate property maintenance and development, and premises security, working with the premises manager.

4. Person specification

4.1 Essential qualifications and experience:

- Qualified accountant (CCAB) with a good track record of managing organisational finances to a high degree of competency
- Experience as senior financial manager, Head or Director of Finance
- Staff management experience and ability to get the best out of other staff

4.2 Desirable experience:

- Charity experience
- Experience of preparing financial statements in accordance with SORP/FRS102
- Wider Administration management experience, including IT, HR or premises

4.3 Essential competencies & skills:

- Strong analytical skills and ability to assess financial data and trends accurately
- Strong people and communication skills and an ability to explain financial data and implications clearly to other staff, Board etc.
- Strong ability to manage relationships with external specialists/consultants in different related fields
- Self-organised and flexible, with ability to move several projects and tasks forward simultaneously, and work to strict deadlines
- Good team player, with an ability to work easily and efficiently with other senior managers, staff and board members
- Good planning and project management skills

4.4 Other:

- A practising Christian
- Sympathy with A Rocha's environmental mission

5. How to apply

Applicants should send a covering letter explaining why they want the job and how they meet the job specification, together with a full CV, to CEO Andy Atkins at andy.atkins@arocha.org with a copy to Executive Assistant Jo Calcutt at jo.calcutt@arocha.org.

Closing date: 9.00 am on Wednesday 18 July

Interviews: Provisionally set for Thursday 26 July