



Head of Finance – Job Advert

National Botanic Garden of Wales

Salary: Up to £40,000 per annum (Dependent on Experience)

Job Type: Full-time. Permanent.

Location: Based at the Botanic Garden, Llanarthne, Carmarthenshire.

The National Botanic Garden of Wales ('the Garden') is almost 20 years old. Set in 568 acres of historic parkland the 70 acres of formal Botanic Garden and Arboretum is complimented by an Organic Farm and NNR on the edge of the beautiful Towy Valley in Carmarthenshire, South West Wales.

The Garden is described as a National Asset in the Science Strategy for Wales and the Garden's Science Department carries out applied research in three core themes, 'Saving Plants and Fungi', 'Saving Pollinators' and 'Science and Society'. The Science department supervises a number of PhD researchers and undergraduate placement students from universities across the UK and is internationally recognised for the quality of its research output.

With specially designed indoor and outdoor learning venues and resources almost 25,000 educational visits are made to the Garden each year by students of all ages.

The Garden operates a number of commercial spaces and together with food outlets and retail shops which together with the Garden make it one of the leading visitor and tourist facilities in Wales, with a year-round calendar of special events. The Garden expects to welcome close to 160,000 leisure visitors this year.

The Garden is growing and expanding its commercial business and visitor services with the aim of increasing its commercial income to support the core mission conservation and education activity. As part of this process funding has recently been secured to restore the Regency parkland and lakes to open up the landscape to a wider visitor audience, and plans are advancing to develop camping and glamping accommodation services. A £2.5m funding award for delivering horticultural education and training across Wales has also just been approved. The Garden employs 75 FTE staff and this will grow significantly in the coming years

The Garden works in partnership with many organisations throughout Wales and the wider international community. The areas of partnership include horticulture, education, sustainability, conservation, science and research as well as arts and Welsh culture.

To support the strategy for growth the Garden is seeking to appoint a Head of Finance, with the appropriate qualifications and experience, combined with a proven performance record, to work with the Director and the Senior Management Team to drive the business forward. You will be a highly motivated individual with a proven track record in the accounting profession with experience in commercial organisations and the Charitable Sector. Specifically, you will be required to evidence, in addition to relevant accounting experience, business acumen, excellent written and verbal communication skills, high level numeracy and interpersonal skills. You will be required to work collaboratively with the Director and Senior Management Team to establish and maintain excellent and productive relationships with stakeholders, funding bodies and associated partner organisations. The key responsibilities for the role are as follows:

Financial Management and Reporting

You will provide professional and management advice relating to all financial matters, contributing to best value in the utilisation of financial resources, within a framework of proper accounting practice and relevant legislative and statutory requirements.

You will take a leading role in respect of financial management, business planning and accounting services. Duties will include budget preparation and monitoring, statistical analysis, provision of financial support and reporting to the Director and Board and completing statutory accounts and company returns.

In addition, you will be required to support the Senior Management Team in the development and maintenance of effective financial controls, the implementation of policy and legislative changes and provision of financial support to major projects, developments and initiatives. In undertaking these tasks, you will be responsible for ensuring compliance with accounting standards and regulations and schemes of financial delegation.

You will have experience and understanding of core cyclical accounting activities and excellent analytical skills. Additionally, the key duties of the post will require comprehensive knowledge of relevant software packages and on-line financial systems (particularly SAGE and Excel), along with the ability to work as a member of a team, including participation in working groups and project teams.

You will be supported by a full time accounts clerk and part accounts assistant. You will act as the line manager for these posts and will play a key role in their continuing personal development and career progression. This is a challenging and exciting position with the opportunity to work with an established organisation that is proactively developing and expanding.

More information on the Garden can be found at: www.botanicgarden.wales, email enquiries may be sent to: huw.francis@gardenofwales.org.uk or Huw Francis (Director) can be contacted on 01558 667106.

To apply, please submit a full CV, and a cover letter to Charlotte.Lumby@gardenofwales.org.uk, clearly identifying how you meet the criteria for this role.

Further information on the role and can be found at: <https://botanicgarden.wales/get-involved/work-for-us/>

The closing date for receipt of applications is 9.00 a.m. on Thursday 23rd November 2017.

Interviews are currently scheduled for week commencing 4th December 2017.

JOB DESCRIPTION

Governance and Organisation

The Garden is a registered charity (no: 1036354) and a company Limited by Guarantee registered in Wales (no: 2909098). It includes one wholly owned subsidiary, Middleton Garden Ltd., which is conducts the Garden's non-charitable operations including the trading activities of catering, retail (including Plant Sales), and corporate events. These are core strands of the Garden's business, generating income that is vital to supporting the Garden's charitable activities.

HRH the Prince of Wales is the Garden's Patron, and Sir Gareth Edwards is Honorary President. Other key stakeholders include the Welsh Government (WG), Carmarthenshire County Council (CCC) and the Big Lottery (successor to the Millennium Commission).

As a charity the Garden is governed by its Board of Trustees. The Board is responsible for providing strategic direction, guidance, and oversight to the Executive team led by the Director.

The Person

Candidates for the role of Head of Finance will need to clearly evidence that they meet the criteria to fulfil the role. This includes the proven range of capabilities and skills as well as personal attributes set out below.

The Head of Finance must lead with professional skills, empathy and enthusiasm for the purpose, values and opportunities of the National Botanic Garden of Wales. Tenacity and initiative will also be required to deal with its challenges.

Essential criteria – qualifications, competencies, skills, and experience:

- A qualified accountant with extensive experience of working with a commercial organisation and Charity.
- Evidence of high standards of literacy and numeracy as well as good competence and confidence in IT and keyboard skills including relevant software packages and online filing systems.
- Good communication skills – written, oral, presentational, and interpersonal.
- Strategic vision and practical experience of delivering commercial growth, with the personal drive and confidence to take forward the Garden's vision.
- Well organised personally, with proven operational and organisational competence capable of co-ordinating, and engaging the efforts of others effectively.
- Successful track record of contributing at a senior level, managing resources including staff, finance, and facilities, and with evidence of the ability to plan, budget, monitor, and report.
- Strong financial modelling skills.
- A capable advocate and good networker with ability to initiate and form strong partnerships and relationships, reaching out successfully across a complex group of stakeholders and maintaining engagement and partnership.
- A practical and hands-on manager, able to address and resolve staffing matters within your own team and between and across other teams inside the organisation.
- Evidence of involvement in initiating, preparing, progressing and delivering funding bids and grants – or the clear capacity to develop skills in this area.
- Sensitivity for and appreciation of the achievements and experience already within the Garden.
- Commitment to the aims, objectives, and ethos of the Garden and to the people, language and culture of Wales.
- Ability and willingness to work flexibly in relation to working times/days.

Desirable Criteria

- The ability to use the Welsh language (spoken and written) is highly desirable but not essential.
- Ability to develop and train staff in a growing organisation

Work hours and pattern - the hours and pattern of work are generally expected to be 37.5 hours per week. The actual distribution of those hours and the specific days and times of work require flexibility and are arranged on any five days out of seven as required to meet the needs of the role and organisation. A reasonable amount of additional hours, as well as some weekend, evening, and bank holiday working is a necessary part of the role. Flexibility, willingness, and the capacity to occasionally travel within Wales, as well as within the UK, on behalf of the Garden is expected.

Leave - the annual holiday entitlement is **25 days** in each complete holiday year plus **8** statutory bank holidays (or alternative days where these are worked). The leave year runs from 1st January to 31st December.

Pension - subject to the Garden's pension policy and arrangements, the applicable pension scheme rules, and the relevant statutory thresholds and considerations, any of which may be amended from time to time, you are eligible to join one of the Garden's workplace qualifying pension scheme (the Schemes). In order to comply with the Pensions Act 2008 the Garden has a duty to automatically enrol or re-enrol any eligible jobholder into a qualifying pension scheme. The workplace qualifying scheme offered by the Garden, NEST, meets or exceeds the qualifying standards set by the government. You will have the right to opt out of the Scheme.

General – appointment is at all times subject to the policies, rules, regulations, and agreements of the organisation, as amended from time-to-time and as further detailed and set out in the Employee Handbook (a copy of which will be provided to you on appointment and is available on request). A six month probationary period will apply.

You are encouraged to explore the Garden web site to find out more about the organisation.

Equality and diversity - the Garden is committed to supporting the principles of equal of opportunity in employment ensuring that individuals are selected, promoted and otherwise treated solely on the basis of their aptitudes, skills and abilities relevant to the role for which they are employed. No job applicant or employee will receive less favourable treatment because of a protected characteristic as designated under the Equality Act 2012 which replaced and simplified previous anti-discrimination laws, i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age, or on the basis of being a part-time or fixed term worker.

The recruitment process for this appointment will be underpinned by the principle of selection on the basis of merit, and fair as well as open competition.

Disability – if you have a disability, please indicate in your application whether any specific assistance, adjustments, or specialist equipment is needed to enable you to be interviewed. If reasonable adjustments will need to be made to the work, or work environment, to enable you to carry out the duties of the role for which you have applied you are asked to provide details along with your application so that these can be discussed with you.