

Job Description



Title:	Head of Business & Finance
Salary:	c.£50k per annum pro rata - Rivers Trust salary Grade 5 9% Employer's Pension Contribution
Contract:	Permanent
Hours:	Part-time 0.8FTE
Location:	Wessex RT Head Office, Stratford-sub-Castle, Salisbury with some scope for flexible working
Responsible to:	CEO
Responsible for:	Finance & Resources Manager; financial, administrative and HR support.

Wessex Rivers Trust

Wessex Rivers Trust (Wessex RT) is an environmental charity dedicated to the protection and conservation of rivers and the globally significant share of chalk streams found in the Wessex area. Wessex RT is a growing regional Trust at the cutting edge of the Rivers Trust movement. Based in the outskirts of Salisbury on the banks of the beautiful Hampshire Avon, Wessex RT covers the rivers of East Dorset, Wiltshire, Hampshire, the New Forest and Isle of Wight. Our delivery programmes span practical restoration of river habitats, working across broader catchments to address water quality, and educating and engaging communities in the value of rivers.

Job summary and purpose

This is a rare opportunity to help take the Trust on the next stage of its development journey from the core of the organisation, playing a key role in securing its mission for rivers. We are seeking a well-rounded professional to take up the position of Head of Business & Finance: this is a new role which will be responsible for providing strategic and operational oversight of the Trust's core business functions, spanning finance, contracts, legal, and organisational support functions including governance.

The postholder will ensure the organisation maintains strong financial controls, an accountability culture, robust contractual and legal arrangements, and efficient business processes, that help manage risk and support the delivery of the charity's mission and objectives.

The role will also oversee the core functions of HR, administration, organisational resources, and operational systems, ensuring compliance with legal requirements and supporting a positive, effective working environment.

The role will be a member of the Senior Management Team who, working closely with the CEO, take collective responsibility for the Trust's operations, ensuring effectiveness, integration, professionalism and alignment to policy and strategy.

Duties and responsibilities

1	Financial Leadership and Management
1	Lead the charity's financial planning, budgeting, forecasting and reporting processes.
2	Ensure effective financial controls, policies and procedures are maintained for the charity and its subsidiary(s).
3	Manage cashflow and reserves to ensure financial sustainability.
4	Lead on financial management of large and / or complex bids, projects and programmes.
5	Monitor restricted, unrestricted and designated funds and ensure compliance with grant and donor requirements.
6	Report to the Board and its committees on management accounts and audited / published accounts.

2	Leadership of Business Processes
1	Review, assess and negotiate external contracts, service agreements, grant agreements and commercial arrangements, with support from external advisors as required.
2	Provide advice to the Board and senior colleagues on contractual risk and obligations.
3	Maintain oversight of the charity's ongoing contractual legal commitments.
4	Liaise with external legal advisors where specialist advice is required.
5	Facilitate procurement processes both as supplier and customer, ensuring value for money and accountability.
6	Develop and maintain appropriate contract management procedures.

3	Organisational Administration
1	Oversee organisational resources including office operations, facilities, IT systems, equipment and business support services.
2	Ensure employment policies and procedures are maintained and compliant with current legislation, utilising external advice.
3	Identify opportunities to improve organisational efficiency and effectiveness.
4	Develop and review organisational policies, procedures and internal controls.
5	Oversight of charity / company governance and Company Secretary processes.
6	Line-manage staff as required, including conducting annual reviews.

4	Contributing to the work of the Wessex RT in general
1	Contribute as a member of the Senior Management Team.
2	Promote a culture of accountability, continuous improvement and collaboration.
3	Undertake other duties that may be appropriate to the position.

Person Specification

1	Skills and Competencies	Essential	Desirable
1	Knowledge of charitable finance and trading subsidiaries.	X	
2	Working understanding of relevant legal terminology.	X	
3	Sound knowledge of contracts and agreements.	X	
4	Well-developed understanding of partnership working in practice.	X	
5	Educated to at least degree level	X	
6	Relevant finance qualification	X	
7	Understanding of Human and Business Resources in theory and in practice.		X
8	Interest in, and commitment to, the natural environment	X	

2	Experience	Essential	Desirable
1	Career experience as Financial Controller or similar.	X	
2	Experience of reviewing and managing contracts, service agreements or grant agreements.	X	
3	Experience of supporting governance, compliance and risk management processes.	X	
4	Financial management within the charity, public or not-for-profit sector.		X
5	Experience of successfully managing staff.	X	

Miscellaneous

The post will involve travelling throughout Wessex (East Dorset, South Wiltshire and West-Hampshire, therefore a full UK driving licence is therefore essential. Mileage expenses will be paid at 55p per mile as set out in HMRC's Approved Mileage Allowance Payment. Some evening and weekend work may be required. We will also require the successful applicant to undergo a DBS check and provide satisfactory references.