



Welcome to the Field Studies Council (FSC)

Head of Finance at FSC Head Office, Shrewsbury

Thank you for your interest in the key appointment of Head of Finance with Field Studies Council (FSC).

Included in this pack is the key information relating to our **Head of Finance** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC (please also visit www.field-studies-council.org)

How to apply:

To apply for this position please download and complete in full the [MANAGEMENT application form](#). You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification. Please include a short covering letter explaining why you are applying for the position.

For all recruitment information and relevant application form please go to our vacancies web page at: www.field-studies-council.org/vacancies

Send your completed application form and covering letter to: recruitment@field-studies-council.org **OR** Human Resources, Field Studies Council, Head Office, Preston Montford, Shrewsbury, Shropshire, SY4 1HW.

PLEASE NOTE WE WILL NOT ACCEPT CVS WITHOUT A COMPLETED APPLICATION FORM

The closing date for receipt of your completed application is 12 noon on Wednesday 23rd August 2017

Interviews are scheduled to take place at FSC Head Office on 29th and 30th August 2017.

For an informal discussion regarding this vacancy please contact Richard Walker on 01743 852115. We look forward to receiving your application in due course.

Richard Walker
Director of Finance

JOB DESCRIPTION

Job Title:	Head of Finance
FSC Grade:	Senior Manager
Based at:	FSC Head Office - Shrewsbury
Reports to:	Director of Finance
	This post has line management responsibilities

Overall Job Purpose:

The Head of Finance will report to the Director of Finance. They will be part of the Charity's Operational Management Team comprising the Chief Executive, four Directors and the Heads of Digital Services, Education, Finance, HR, and Marketing.

The Operational Management Team is responsible for managing the day to day work of the Charity's central functions and bringing forward solutions and developments for strategic direction to the Directors. It is responsible for implementation of strategies together with the Heads of Section and Centres which collectively form the Senior Management Group (SMG). The Head of Finance will line manage the Charity's finance team – currently six staff under two Senior Finance Officers.

Through its network of centres across the UK FSC has an operational turnover of £18m which is expected to grow beyond inflation as part of the Charity's Vision for 2025. The increased efficiency of management accounting systems, dialogue with budget holders and information flow will be critical to achieving this growth.

This new post will have responsibility for the provision, development and delivery of management accounting information across FSC. The post-holder will be part of the Operational Management Team, have line management responsibility for the Finance Team and be part of the Charity's on-call team. They will work closely with the Directors and the Head of Digital Services, Head of HR, Heads of Centres and the Finance Team.

Key responsibilities:

- Providing up to date performance and management information to the Operational Management Team and others.
- Developing and maintaining effective working relationships with Heads of Centres and their finance staff to support them in sound budget setting, monitoring, cash flow and expenditure control.
- Line managing staff within the Head Office finance team.
- Attending and presenting papers to FSC Committees and meetings as required.
- Working with relevant staff to develop and implement new integrated systems to improve efficiency
- Ensuring that FSC management accounting systems provide timely and accurate information to meet statutory reporting requirements.
- Working with the Finance Director to ensure that FSC's medium and long term strategic financial needs are adequately resourced
- Making recommendations to the Directors on policies and procedures in the area of management accounting and implementing policies and procedures agreed by the Directors or FSC Trustees in these areas.
- Being part of the Charity's on-call team
- Undertaking any other such reasonable duties related to the work of the FSC
- Ensuring that information about customers and suppliers is processed in accordance with the requirements of the Data Protection Act 1998 and GDPR.
- Undertaking any other such reasonable duties or assignments within the scope of the post as may reasonably be requested by the Chief Executive or Director of Finance

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times
- Due to the remote nature of some FSC Centres they cannot always be accessed by public transport and it would therefore be an advantage if the post holder were able to drive. To drive FSC vehicles you will need to have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role.
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team, Head Office and organisational performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of Issue: August 2017

PERSON SPECIFICATION

Job Title: HEAD OF FINANCE	Location: FSC HEAD OFFICE, SHREWSBURY
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Fully qualified CIMA, ACCA or ACA or equivalent	✓		Application/Interview
Experience of working in a multi-site environment	✓		Application/Interview
Experience of cash-flow management and related issues	✓		Application/Interview
Experience of interacting with all levels of an organisation	✓		Application/Interview
Minimum of 5 years' experience working in a senior finance position	✓		Application
Minimum of 5 years' experience of managing staff	✓		Application
Demonstrable experience of operating at a strategic level	✓		Application
Management qualification		✓	Application
Experience of working with Trustee Boards and Committees		✓	Application
Experience of software systems development		✓	Application/Interview
ICT Qualification		✓	Application
Full valid Driving Licence		✓	Application
2. KNOWLEDGE			
Proficient in the use of standard office software and technology e.g. word processing, databases, spreadsheets and outlook	✓		Application/Interview
Knowledge and experience of management reporting	✓		Application/Interview
Knowledge of Sage/Resource Link/Care software		✓	Application/Interview
3. SKILLS			
Ability to communicate effectively with a wide variety of people at all levels, both internally and externally	✓		Application/Interview
Ability to focus and stay on task in a busy office environment or when working alone	✓		Application/Interview
Excellent administrative skills	✓		Application/Interview
Ability to effectively manage tasks and people on a day to day basis and to motivate and inspire others to achieve high results	✓		Application/Interview
Excellent accuracy and attention to details in all aspects of work	✓		Application/Interview
Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges		✓	Application/Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent post

Remuneration:

FSC Grade: Senior Manager

FSC Salary Grade: Scale Points 27 – 31, currently £39,696 to £47,338 per annum.

Placement on the salary range will be dependent skills and experience.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Hours of work:

The hours of work are based on 40 hours per week, normally carried out over Monday to Friday, however for a post of this nature you will be expected to devote such time as is necessary for the proper carrying out of your duties. Evening and weekend work may occasionally be required. You will be expected to maintain a flexible approach, e.g. flexibility in days worked, and time off in lieu is allowed for additional hours worked. There will also be the requirement to attend meetings at FSC Centres and other locations as required.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave.

Pension: The post holder will be eligible to join one of FSC's Pension Schemes

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence policy. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852119.

Probationary Period:

This post has a twelve month probationary period, during which your suitability for the post will be assessed.

Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category C** (as defined in the FSC Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information please also visit www.field-studies-council.org

FSC Head Office

FSC Head Office is based in a rural location 4 miles west of Shrewsbury, close to FSC's Preston Montford Field Centre, near Montford Bridge. FSC Head Office provides a number of central functions to support the work of the charity and to support our Centres: these include marketing, finance, human resources and ICT. The Chief Executive and Operational Management Team are based at Head Office and provide the strategic and organisational direction for this successful charity. There are currently 40 staff based at FSC Head Office.

For more information please also visit www.field-studies-council.org