

## Botanic Gardens Conservation International

<b>Job Title</b>	<b>Head of Finance &amp; Administration</b>
<b>Location</b>	Descanso House, 199 Kew Road, Richmond
<b>Reporting to</b>	<b>Secretary General</b>
<b>Line management of</b>	Bookkeeper (Part-time) Administration Assistant (Part-time)

<b>Terms and Conditions</b>	
Salary Range	£35,000 – £40,000
Grade	Head
Hours:	35 per week
Annual Leave	30 days
Employment Status	Permanent
Probationary Period	3 months
Notice Period	3 months

<b>Job Purpose</b>
<p>Direct and coordinate all financial activities to produce timely and accurate financial reports for management and Board. Implement and ensure compliance with accounting policies, evaluate financial results and make recommendations to achieve overall objectives. Coordinate, prepare and review annual budget and other financial and statistical reports and assist in overall strategic planning.</p> <p>Act as Company Secretary ensuring compliance with company and charity law.</p> <p>Provide human resources advice, develop and implement policies and procedures and ensure that these underpin the BGCI ethos.</p> <p>Lead on Health &amp; Safety.</p>

<b>Responsibilities</b>
<p>Control the finances of the organisation to ensure the preparation of plans, budgets, reports &amp; accounts to meet BGCI and statutory requirements. Oversee treasury, accounting, budget, tax and audit.</p> <p>Provide financial information, interpretation and advice to the BGCI Board.</p> <p>Establish and direct the financial controls for programmes and projects, both in the UK and overseas, and ensure their operation conforms to legal and statutory requirements.</p> <p>Provide the Development team with such financial information as will assist potential</p>

and current sponsors.

Ensure the provision of an efficient company secretarial service to the Board and BGCi operations.

Ensure the effective use of BGCi personnel by devising and implementing appropriate policies and procedures.

Control and monitor the administration of all human resource activities and policies. Manage remuneration, benefits, staffing, diversity, employee relations, training/development functions and legal compliance.

Ensure a safe working environment, both at BGCi locations and wherever BGCi staff and associates operate.

Ensure compliance with the standards required by the professional accounting, HR and secretarial bodies and statute.

Oversee the charities IT systems and network ensuring secure and effective functionality.

### **Education & Experience**

Experience of working at a managerial level in finance

Experience of working for a not for profit organisation

Experienced at handling international financial transactions

ACA or ACCA qualified Accountant

Experience and knowledge of HR policies, procedures and legal requirements

Previous Company Secretary experience desirable

Good understanding of Microsoft software and systems and financial software, in particular SAGE Line 50

Project development and management experience

### **Skills and Competencies**

Organised and methodical with good attention to detail

Flexible self-starter and able to manage own workload to meet organisational priorities with willingness to use initiative

Able to remain calm under pressure

Good communication skills both written and verbal

Ability to work as part of a team

Interest in plants and environmental conservation desirable