



The Trent Rivers Trust is recruiting a new Finance Manager

Candidate Pack

Welcome from the CEO

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Welcome from the CEO

Thank you for expressing an interest in the post of Finance Manager with the Trent Rivers Trust. This is an exciting and unique opportunity for the right candidate to work with our talented team here at the Trust to improve the River Trent, its tributaries and wider catchment.

The Trent Rivers Trust has evolved over the last twelve years from a Trust focussed on a single project - the re-introduction of salmon to the River Trent - to a charity with a wide range of conservation objectives working across the Trent catchment.

We now need an internal financial manager to oversee the introduction of a new cloud based finance management system and provide greater support to the team in terms of project budget setting and tracking. We are looking for an ambitious and motivated individual able to improve the Trusts financial management practices, be the Trust's financial controller and work effectively with the CEO. Full details of this key appointment are included in this pack and we look forward to receiving your application.

Matt Easter, CEO, Trent Rivers Trust
September 2020

Summary

The Trent Rivers Trust is the leading organisation in the Trent Catchment wholly devoted to the delivery of environmental projects leading to improvements in the river environment of the Trent and its tributaries.

The Trust employs a team of nine staff and also contracts the services of five contractors to deliver a variety of projects across the catchment. It has now recruited a full time Chief Executive Officer to lead the team and to lead the strategic development of the organisation.

This candidate pack contains full details of the role and responsibilities, the person specification and the terms and conditions of the post. Applicants wishing to apply for the post **must complete the application form** on the Trent Rivers Trust website at <https://www.trentriverstrust.org/recruiting-finance-manager/> and forward this to rosie@trentriverstrust.org before the closing date of Friday October 23rd at midday. Applicants will only be judged on the completion of the application form and no curriculum vitae is required. Applications from those candidates sending a CV only will be automatically rejected. **No agencies please.**

For an informal chat about the post, please email matt@trentriverstrust.org to arrange a convenient time for a discussion.

1 The Trent Rivers Trust

1.a Introduction

The Trent Rivers Trust (TRT) is a registered charity and a Company limited by guarantee. It was initially established by a group of keen fishermen and river enthusiasts as the Trent Salmon Trust in 1999 but two years later became a charity and changed its name to the Trent Rivers Trust.

The Trust has been expanding in recent years both in terms of personnel and the number of projects it delivers. It recently employed a new full-time CEO Matt Easter and now has a team of 9, shortly to grow further supported by a number of partner contractors.

1.b Vision

The Trust's vision is:

'Our vision is for the River Trent and its tributaries to be rich in wildlife habitats, landscape and historic features for the benefit of all, both now and in the future.'

1.c Objectives

The Trust sets out to:

- Create a rich diversity of linked water and wetland habitats
- Preserve, protect and enhance biodiversity and our river heritage
- Encourage sustainable approaches to urban and rural land management to improve the aquatic environment
- Increase understanding and appreciation of water and its management
- Encourage involvement by all in our work
- Promote the beneficial use and enjoyment of rivers and wetlands



1.d Work areas and environmental outcomes

The Trust works across a broad cross section of work areas within the Trent Catchment. To focus our efforts, the following primary work areas have been identified:

- Delivering Natural Flood Management (NFM) and Sustainable Drainage Systems (SuDS)
- River restoration
- Habitat creation
- Control of invasive non-native species
- Improving fish passage
- Preventing pollution

In addition to these areas, three further secondary work areas are:

- To promote understanding and positively influencing behaviour through education
- Catchment Partnerships
- Access and recreation



In delivering its work, the Trust hopes to achieve the following environmental outcomes for the Trent catchment:

- Fish passage will be improved by the removal and overcoming of barriers
- Positive, measurable changes to farm management to prevent point source and diffuse pollution will take place as a result of the support and advice provided by the Trust
- Cleaner water enters our rivers and streams from the built environment
- Reduced impact from invasive non-native species on our river environment
- Natural processes are restored so that rivers, streams and floodplains function more effectively
- Wildlife thrives in and around our rivers and streams

The Trent Rivers Trust adopts an evidence based approach to all its work, to ensure sound science supports every intervention designed and constructed to improve the river environment. Ongoing monitoring of our schemes starting with a known baseline means we are constantly learning from the experience we gain when delivering each project.

The Trust has established itself as the leading organisation in the Trent catchment for the delivery of NFM through pioneering the design and construction of interventions on private land. Monitoring of flow and the incidence of flooding downstream of several TRT projects has demonstrated the effectiveness of these measures.

The Trust has also led several ambitious and successful river restoration projects on the Trent and its tributaries which have resulted in multiple benefits for biodiversity, flood mitigation and improved water quality.

By establishing excellent relations with farmers and landowners across the catchment, the Trust has raised awareness of diffuse and point source pollution issues and has supported farmers to make changes to their farming practice and install capital projects which improve water quality.

The Trust has also worked with communities across the catchment to deliver improvements to urban and rural river environments. A highlight of our urban engagement is the River Friendly Business Awards which were launched in 2018. This year the awards attracted exceptional applications from high profile businesses across the target catchment.

1.e Organisation and operations

The strategic management of the organisation is the responsibility of the Board of Trustees, chaired by Mark Owen who is also Head of Freshwater for the Angling Trust. The Board is made up of nine trustees who bring a wealth of skills and expertise to the Trust.

The Trust recently appointed Matt Easter as our first full time CEO who reports to the Board of Trustees. The expansion of the organisation and the ongoing volume of activity has meant the Trust required a full time commitment to enable the organisation to fulfil its potential. We see the appointment of our first internal Finance Manager as a further step forward in the management of the Trust's activities.



The Trust now employs two Senior Catchment Managers (one is 0.7 FTE and the other works full time), a Senior Project Manager (0.8 FTE), two Project Managers, a half time Rural Catchment Officer, a Technical Manager and an Engagement Officer.

All staff are currently home based with the exception of the River Mease Project Manager who works from the North West

Leicestershire District Council offices.

The Trust's financial and administration function is currently carried out by two self-employed contractors who have worked for us on a long term consultancy basis. Two self-employed Project Officers work on contract as Catchment Officers on behalf of Severn Trent. They are supporting farmers to improve water quality in the Tittesworth, Staunton Harold and Cropston reservoir catchments.

TRT currently has its main office base in Ilkeston, though with the Covid 19 situation we are currently rarely using this office.

The registered office for the Trust is in Buxton, the base of the current Finance Manager and we will be moving all the relevant accounts documents and other official paperwork from this registered office to Ilkeston. We have also recently adopted MS Teams and 365 and now have the opportunity to move our financial documentation onto a secure cloud-based share site.

The Trust works across all areas within the Trent catchment from Stoke on Trent to the Humber. Our delivery is mainly concentrated in the Lower Trent, the Soar, the Derwent and the Upper Trent.

1.f The Rivers Trust movement

The Trent Rivers Trust is one of sixty Rivers Trusts across the UK and we are supported by our national umbrella organisation, the Rivers Trust. All the individual Trusts are separate charities and are entirely independent but work together to protect and improve river environments for the benefit of people and wildlife.



The Rivers Trust provides technical support to the member Trusts in the form of GIS services, communications, tender writing for collaborative bids and it also takes an active role in influencing policy at a national level. Twice a year all the River Trusts come together at the autumn and spring conference to hear about the activities of other Trusts and partner organisations.

2 Job Overview

Title – Finance Manager

Reports to – CEO

Background:

The Trent Rivers Trust (TRT) is looking for an experienced Finance Manager to oversee and manage the charity's finances and help ensure the charity's financial sustainability. The charity has grown in recent years and now requires its first internal finance manager to lead and oversee with the CEO, all financial, accounting and budgetary management. The role is also required to ensure a smooth transition from our existing system of financial management to the use of a cloud-based finance management and accountancy software system.

The Trent Rivers Trust delivers projects that make a difference to rivers, the wildlife which inhabits the river corridor and the people that enjoy the river environment. Our vision is for the River Trent and its tributaries to be rich in wildlife habitats, landscape and historic features for the benefit of all, both now and in the future. At the Trust we have a highly motivated and skilled team all with a passion for rivers and the wider environment, managing a wide variety of projects across the Trent catchment.

Job Purpose:

- Reporting to the CEO and Trustees, the role is the first contact point for financial matters and oversees the budgets and accounts for the charity
- Agrees and manages the budget, income and expenditure and supports forecasting and the provision of financial information.
- Supports project officers and managers with budget development and the financial management of their work
- Ensures processes around payroll, invoicing and payments to suppliers work smoothly
- Manages the finance assistant and provides support to fundraising and income generation work

3 Key work areas

The Role:

The finance manager will be a key member of the TRT team responsible for the day to day accounting and financial management of the charity. They will be our go-to

person for all financial matters and will be responsible for tracking income and expenditure, budgeting and forecasting and the day to day management of all accounting tasks. They will report on financial performance and key issues to the CEO and board and support the CEO through the oversight of contracts and providing insight gained from analysing our financial performance.

The finance manager will also work with budget holders to ensure that they have the right financial information for decision making purposes and can improve their understanding of project financial management.

Accounting and Financial Control

- Data input into Xero of all accounting transactions and monthly reconciliation of those
- Monitor day-to-day expenditure against agreed budgets
- Provide coding sheets to the staff team of each year's project codes and budget headings and provide project by project monthly project budget sheets
- Exercise credit control by checking accounts receivables
- Review and update the Income Tracker and project list with the CEO
- Maintain procedures and financial controls, ensuring their compliance with Charity Commission and Companies House guidelines and guaranteeing their application by the staff team
- Maintain the Asset Register and liaise with our landlord and suppliers when required
- Organise insurance for TRT
- Ensure the Finance policy and procedure is regularly updated
- Update the Finance Operations Manual and ensure that it is regularly updated
- Develop and maintain systems of internal controls to safeguard financial assets, keeping and providing substantiating documentation to pass independent and governmental audits within current legislation
- Assisting staff team with funding applications, project budgets & financial reporting

Payments

- Oversee the banking of cash and grant income and process payment to suppliers
- Process the monthly payroll and submit payments for salary, NI and pensions
- Oversee staff expense claims
- Invoice for grants and other payments after receiving relevant information from the staff team
- Calculate and submit all VAT and other HMRC returns where required

Reporting and Partner Liaison

- Ensure the annual accounts of the preceding year are prepared in time for the relevant Trustee meeting

- Create monthly management reports (or more frequently if requested), financial statements and cash flow projections for use by Executive management, as well as the Finance Committee and Board of Trustees.
- Oversee the coordination and activities of independent auditors ensuring compliance issues are met, and the preparation of the annual financial statements is in compliance with latest requirements.
- Review the annual budget quarterly and re-forecast as necessary, along with the CEO
- Oversee with the CEO the management and coordination of all financial reporting including to funding agencies, with development and monitoring of contract and grant budgets
- Annually submit a report of active Direct Debits and bank accounts and investment details for the CEO's approval

Income Generation

- Develop income generation with the team, so that there is an increased variety of sources of income and adherence to trading regulations
- Assist in the development and negotiation of contracts and grants
- Support the CEO in researching new income streams both restricted and unrestricted and in business development activities

Line Management responsibilities

- Manage the work of the finance assistant, ensuring work priorities are clear and an appropriate level of task is assigned
- Help grow the financial management expertise of all staff, particularly focuses on project management and budget control
- Ensure the finance team undertake the necessary training and development to meet their objectives
- Review the key account reconciliations carried out by the Finance Assistant to ensure completeness and accuracy

General

- Protect the safety and security of service users, staff, volunteers and buildings, ensuring the confidentiality of records and other information in line with our Data Security Policy
- Be responsible for personal learning and development and keep up to date with research, relevant legislation, policy and practice, and other literature relevant to the role.
- Ensure the effective implementation of TRT's Safeguarding, Health & Safety, Equal Opportunities and other policies and procedures and uphold the core values of TRT
- Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected as required by the CEO and trustees.

- Support TRT's Mission and objectives, taking a full part in broader team discussions and strategic planning
- Ability to accurately interpret complex information and recommend sound, well-considered decisions and judgements

4 Person specification

Essential Experience

- Experience of financial management and accounting at an appropriate level in a college or university, local authority or preferably charity
- Familiarity with cloud based accountancy software and ideally Xero
- Evidence of meeting deadlines within the budget development cycle to the requirements of the director and trustees and thinks ahead of time
- Ability demonstrated to accurately interpret complex information and recommend sound, well-considered decisions and judgements
- Proven experience of managing a varied and heavy workload with changing priorities
- Experience working with a range of partners to agree budgets and track TRT's and partner project expenditure
- Experience supporting project managers to track and build budgets

Essential Skills and Qualifications

- A degree in either finance, accounting, business and/or related discipline
- Proven computer literacy, particularly in excel to produce accurate, clear and timely reports
- Knowledge of financial reporting and the legal requirements pertaining to the financial management of charities
- Highly numerate with excellent knowledge of budgeting, being able to understand and interpret financial information
- Excellent oral and written communication skills with the ability to prepare reports, proposals, minutes and email communication tailored for a wide variety of audiences
- Strong influencing abilities showing an effectiveness in negotiation and partnership working
- Ability to work on own initiative and as part of a team, including the ability to speak comfortably with people at all levels
- Ability to promote an environment where others feel inspired, engaged and motivated

Desirable Experience

- Experience transferring accountancy and other financial information between systems
- Experience of professional fundraising for a charity or business, with demonstrable achievement in Trust Fundraising and with experience in other areas with a track record of delivery

- A track record in charity management and a good understanding of the environment in which charities operate

Desirable Skills and Qualifications

- The ability to develop workable systems to monitor and account for measurable outcomes for each separate fund-raising activity, both in direct income/expenditure ratio terms and within the wider and longer financial cycle
- Relevant accounting qualification e.g. CIMA, ACA, ACCA, CIPFA with minimum 2/3 years post qualification experience.
- Strong IT skills with working knowledge of Office 365 and MS Teams

Desirable Other

- Familiarity with the environmental sector and commitment to the environmental ethos of TRT
- Exhibit honesty and integrity at all times

5 Terms and Conditions

- a. This is a part time, appointment with a standard working week of 22.5 hours per week.
- b. The starting salary for this post will be £35,790FTE though Pro Rata 3 days a week at £21,474.
- c. The post will require occasional travel around the Trent catchment and therefore a full UK driving licence and access to a car is useful. Mileage expenses will be paid in accordance with the HMRC non-taxable levels. Car insurance providers need to be made aware of this business use.
- d. TRT will contribute into a qualifying pension scheme of choice for the successful postholder. The current employer rate is at 7% of gross salary subject to a minimum contribution of 5% from the employee. Otherwise, the employee will be enrolled into our Auto-enrolment Scheme and contributions will be made by both parties at the minimum rates set by the Pension Regulator.
- e. The post attracts an annual holiday entitlement of 25 days plus eight statutory bank holidays, calculated on a pro rata basis for part time hours.
- f. The post holder will be based at the TRT office in Ilkeston but the post holder will be able to work from home at least a day a week, potentially more. Mileage to and from the Ilkeston office cannot be claimed. Office consumables can be claimed on expenses when used directly for TRT purposes, subject to approval