

GREAT DIXTER CHARITABLE TRUST

Job description

Senior Finance Lead

Reports to: CEO

Location: Great Dixter House and Garden, East Sussex

Permanent position: 40 hours a week

Salary: c £51,000 per annum

The Great Dixter Charitable Trust is a historic house and internationally famous garden which welcomes approximately 50,000 visitors a year and brings in an income of over £2,220,000. It is fortunate to be in a financially secure position. During the open season it employs between 70 and 80 staff and has approximately 50 volunteers supporting its work. Great Dixter provides free horticultural training for the head gardeners of the future, is passionate about experimental and creative horticulture and has led the way in gardening for biodiversity. The charitable work is supported by fundraising and income from admissions, a wide variety of educational courses, a Nursery, Shop and Café.

The Senior Management Team have worked closely with the Trustees to develop a one- and five-year strategy. This identifies the requirement to increase income from the commercial side of Great Dixter as well as place an emphasis on building income from fundraising. A large programme of restoration of the historic buildings is about to commence and there is the potential to improve the facilities for the shop and café.

About the role:

We're looking for a highly skilled and visionary senior leader, with a proven track-record of financial and business management and the creation of robust and innovative financial and operational strategies. The Senior Finance Lead will be a member of the senior leadership team, entrusted with strategic responsibility and supervising day to day management of the financial and commercial operations across the business including the shop, café, nursery, admissions and educational courses. The Senior Finance Lead will conduct rigorous analysis of financial data, trends and performance metrics to derive insights and offer recommendations for informed decision making.

This role is multifaceted and essential to uphold governance, provide expert advice to the Board of Trustees, and track progress towards strategic ambitions. The Finance Lead will also act as the Company Secretary for the Great Dexter Charitable Trust. Taking the lead on the compliance and governance of the organisation, making sure the appropriate governance structures and processes are in place and working effectively to enable the board to discharge its responsibilities as the governing body.

You will work closely with other teams to establish regular, clear, and consistent channels of communication at all levels within the organisation. You will build and maintain strong relationships with senior managers and their teams and will: improve the demonstration of the charity's performance; influence decision-making; deliver analysis and insight on business opportunities, support options and scenario planning, and funding applications.

1.0 Duties and Responsibilities

1. Key member of the senior management team, contributing to strategic planning, business planning, decision making, finance and operational function across the organisation.
2. Overseeing the organisation's financial and operational activities and ensuring robust financial systems and processes throughout the Great Dexter Charitable Trust
3. working closely with the marketing team to maximise revenue from the income generating departments whilst respecting the special sense of place and brand of Great Dexter.
4. Working closely with the CEO and the Senior Management Team in forming a financial, retail and business strategy in line with the Great Dexter ethos.
5. Working closely with the CEO and the Senior Management Team to set budgets for the Great Dexter Charitable Trust.
6. Understanding and adhering to compliance, risk management and regulatory requirements. To ensure, in close collaboration with the CEO and Board of Trustees, that the organisation complies with the Charities Act, company law and financial regulations including HMRC compliance.
7. Leading on budgeting, revenue tracking and projections.
8. Working alongside members of the Finance and Management Committee ensuring a high level of financial management.
9. Overseeing the management of payroll.
10. Offering analysis and financial expertise for any business development opportunities.
11. Work closely with the CEO and Operations Manager to develop business opportunities across the Trust whilst respecting the historical values and special sense of place of Great Dexter.

12. Providing strategic, financial and managerial oversight for the managers of income generating departments– to include agreeing budgets, reviewing stock, reviewing offerings, analysing results and undertaking appraisals.
13. Supporting the development of the organisations fundraising strategy by providing figures and analysis.
14. Having financial oversight of major contracts and grants.
15. Producing annual budgets, regular forecasts and monthly management reports.
16. Preparation of Annual Accounts.
17. Ensuring organisation wide adherence to financial regulations and HMRC compliance.
18. Ensuring information is available for reporting to the Charity Commission and other regulatory authorities and grant giving bodies.
19. To lead on the selection of Auditors, and subsequently to liaise with them as required.
20. Lead on GDPR and Information Security.
21. To stand in for colleagues and undertake other duties as requested.
22. To act in accordance with the organisation’s health and safety procedures.
23. To follow the Trust’s sustainability policy in the exercise of all duties.
24. To act as Company Secretary to the Trust and undertake all necessary duties pertaining to that including:
 - Facilitating the smooth operation of the Trust’s formal decision-making and reporting machinery.
 - Ensuring that the organisation complies with its articles, and drafting and incorporating amendments in accordance with correct procedures.
 - Maintaining all statutory registers.
 - Filing information with the Charity Commission and Companies House.
 - Supporting the Trust’s Board through leading on governance.

Great Dexter Charitable Trust

Person Specification: Senior Finance Lead

The following outlines the criteria for this post.

Qualifications	A qualified accountant (ACA, ACCA, CIMA or CIPFA) qualification is essential. A degree in Finance, Business Administration, or a related field is essential.
Experience	Professional experience of 7 years or more in a senior finance position, including significant experience in a senior

	<p>management role, preferably in an NGO / public environment.</p> <p>Solid financial knowledge and acumen. Experience of directing relevant operational and commercial activities.</p> <p>Proven track-record of setting and achieving high-quality, cost-effective results, with robust decision-making and problem-solving.</p> <p>Demonstrable success in developing innovative financial and business strategy, policy and implementation.</p>
Skills and Abilities	<p>Experience in the not-for-profit sector (desirable).</p> <p>Experience in the retail sector (desirable).</p> <p>Experience in charity governance and accounting (desirable).</p> <p>Strong analytical skills (essential).</p> <p>Experience in investment oversight (desirable).</p> <p>Excellent interpersonal skills with a positive attitude towards all stakeholders.</p> <p>Ability to lead, motivate, and manage diverse teams, fostering an inclusive, high-performing culture.</p>
Qualities	<p>Strong business sense, with an ability to see the bigger picture beyond the numbers.</p> <p>Values-led and committed to leading from a place of integrity: <i>Inclusive, Caring, Compassionate & Person-centred</i></p>
Other	<p>Able to work evenings and weekends on occasion.</p>