



Role Profile

Job Title	Finance Director
Position	Permanent
Hours	Full-time 35 hours per week (including occasional evenings and weekends)
Holidays	33 days including 8 public holidays
Manager	The Director
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

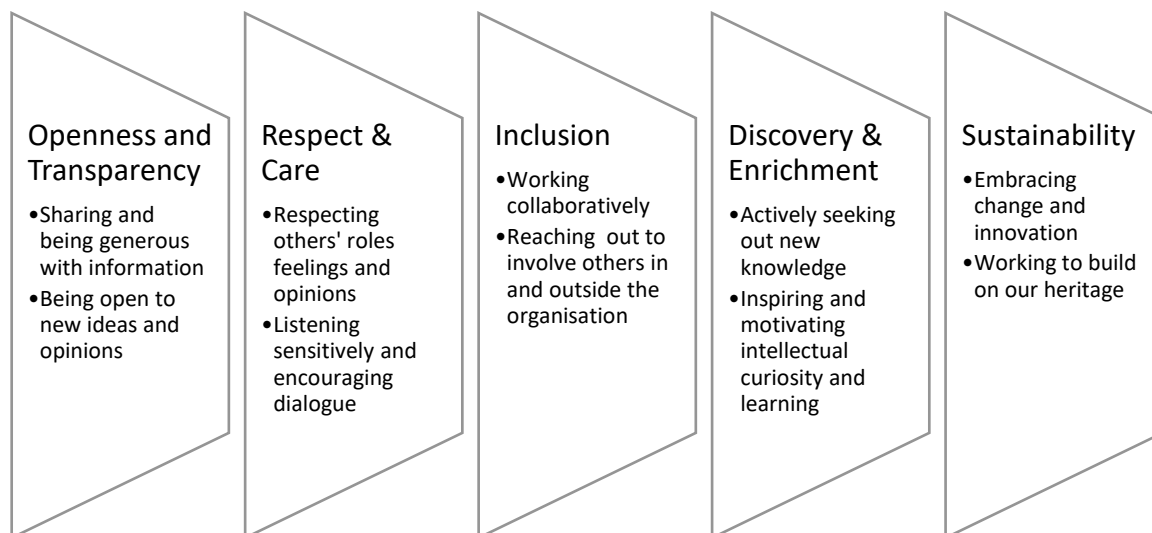
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Finance Director (FD) will play a leading role in the organisation's overall strategic planning, playing a critical role in supporting the Board, the Director and senior leadership team, ensuring effective and timely annual strategic and operational planning.

They will, directly and through the department, ensure the provision of accurate timely management analysis and financial information to the Board, its sub committees, the leadership team and externally.

The FD will lead in the development and review of robust business case(s) for future capital investment, providing timely and accurate financial analysis and information, including for fundraising.

The FD reports to the Director of the Garden but has dotted line accountability directly to the Board of Trustees, Enterprise Board and the Audit Committee.

The FD will be both a leader and practitioner, taking an active part in achieving the workload of the small department, whilst also confident as a key member of the leadership team and trusted financial adviser to Trustees and committee members

The FD is responsible for leading the finance and accounting function of the Chelsea Physic Garden including its projects, commercial and charitable activities. The post is responsible for ensuring the timely completion all finance and accounting duties, including debtors, suppliers, payroll, VAT returns, fundraised income and expenditure, cash management, monthly and annual accounts and provision of information for audit.

The FD ensures the preparation of and provision of accurate and timely management reports including of all monthly, quarterly, annual and ad hoc finance reports, investment, cash flow analysis and key performance indicator reports.

The FD supports and ensures the finance and accounting functions of the Chelsea Heritage Quarter (a separately incorporated CIO of local organisations that includes CPG) are undertaken, regular reports are prepared of income and expenditure. Through the department they process supplier payments reconcile income and expenditure. They work with Auditors and compile the annual financial statements and ensure these are filed together with any other returns necessary for the CIO.

4.1 Finance Director line manages:

The FD manages the Finance Assistants (1.4FTE). They will review the department's resource needs from time to time.

5. Key areas of responsibility

5.1 Finance: Provide strategic direction to the organisation's long term financial planning.

Through the department ensure that all finance and accounting duties are completed for the charity, the wholly owned trading subsidiary and any capital projects.

Ensure information for payroll is collated and submitted to the payroll administrators.

Ensure that all donations are properly accounted for and that information relating to expenditure is provided to colleagues for the compilation of grant reports.

Through the department ensure the prompt and accurate monthly bank reconciliations and ensure that any discrepancies are investigated.

Work with colleagues and lead on the preparation for and undertaking of the annual audit including the preparation of the annual Financial Statements for each entity.

Be responsible for ensuring the preparation of monthly management reports for the senior leadership team, and quarterly reports for the Board and Enterprise Directors.

Lead in ensuring that the VAT return is completed and filed on time and payment made.

Prepare SORP compliant group financial statements, including lead schedules and all supporting information for year-end audits.

Prepare SORP compliant financial statements, and all supporting information for year end audits of Chelsea Heritage Quarter (CIO).

Maintain records for cash flow management providing this to the Director, and such Board sub-committees as required.

Ensure the accurate recording of data, preparation of and filing of Gift Aid returns and claims submissions in accordance with legislation.

Play a key role in the preparation and reporting of project cash flow. Work closely with Project Manager and any Quantity Surveyor to ensure accurate reconciliation of invoices and expenditure reports. Support the Project Manager in the preparation of . Support the Development team in the preparation of funder updates.

5.2 Management Accounting: Working within the established timetable, lead the charity and the trading subsidiary in the annual process of business and financial planning and the compilation and updating of the annual management plan. Lead the directors and senior leadership team through the cycle of plan creation, compilation and updating to support annual budgeting; support budget holders to ensure that plans are reviewed and kept up to date.

Coach and support budget holders in the preparation of their budgets.

Work closely with budget holders in the preparation and analysis of their business cases, to support capital investment or new initiatives and ensure the finance function provides accurate and timely information.

Work with the Director and lead in the presentation of draft plans to the Finance & Operations Committee, Enterprise Board, then ultimately to the Board.

5.3 Fundraising, Grant Management and Restricted Funding: Provide information to assist with fundraising and grant applications. Maintain an oversight of financial conditions associated with grants and gifts received. Support the preparation of reports to donors or funders as required.

Ensure the proper management of restricted funds and the application of relevant expenditure against restricted funds.

5.4 Training and Coaching: Provide an internal training resource for non-financial managers covering technical financial aspects of their jobs, including financial and budgetary authorisation levels and controls, use of software, supplier and contractor management and any audit requirements.

Report any suspected or actual financial discrepancies or irregularities to the Director or in their absence to the Board immediately.

5.5 Systems Maintenance: Administer the accounting and other finance systems and undertake upgrades as and when required, working in conjunction with IT support. Undertake systems and process changes and developments and strive to continuously improve current systems to ensure they are fit for purpose.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
ACCA/CIMA/ACA fully qualified Chartered or Certified Accountant with substantial post qualification experience	E
Demonstrable understanding of charity and company accounting processes and distinct legal difference.	E
Logical and methodical with excellent attention to detail in the presentation of written and verbal reports	E
Confident and competent to manage a diverse workload in a pressured environment without substantial direction.	E
Willingness to work in a highly collaborative approach with colleagues to influence them in order to achieve objectives and plans.	E

Staff management and supervisory skills demonstrating an ability to influence others to achieve outstanding results.	E
Experience in a small organisation requiring strategic and operational input	E
Demonstrable post qualification experience in a comparable role	E
Well versed in working in the charity or not-for-profit sector with limited resources.	D
Resourceful in approach and willingness to be able to quantify and be comfortable taking risk.	D

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	4
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	3
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	4
4	Communication	Communicating with colleagues, visitors and stakeholders	4
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	4
6	Delivering Results	Organising and managing the work to deliver results	4
7	Using and Managing Resources	Using resources cost effectively	3
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	4

8. Terms and Conditions

This is a full time role working five days a week but the nature of the role means that some flexibility over the days and hours worked is required to meet the needs of the business. There is an opportunity to operate hybrid working and this would normally be a core of three days office based working, including a Monday or a Friday each week (subject to agreement).

The Garden operates a salary exchange pension scheme currently with Royal London which means that your gross salary is reduced by the amount of pension contribution

made by the employer and employee which is then paid directly into your pension. The equivalent contribution rates are 6% employer and 3% employee at the end of the probationary period.