

**Butterfly  
Conservation**

Saving butterflies, moths and our environment

**Senior Finance Manager  
Job Pack**

***Thank you for taking the time to find out about our current vacancy.***

It is great to know you are interested in working with Butterfly Conservation (BC). Included in this pack is a little background information about the organisation along with details of the job role. BC currently employs approximately c.80 members of staff, based all around England, Scotland, Wales and Northern Ireland. Our Head Office is in Lulworth in Dorset.

BC benefits from having a very active volunteer force who deliver an equivalent of over £18 million of effort each year. BC's conservation work focusses on saving threatened species from extinction, concentrating on nearly 130 species classified as priorities in UK legislation. The charity also provides advice on managing a wide range of habitats for all butterfly and moth species, including farmland and urban habitats. A central part of BC's conservation strategy is to conserve species at a landscape scale to ensure their long-term survival. These projects have been highly successful in restoring several threatened species after decades of decline.

To underpin our work, BC has expanded its member and supporter base to raise core income. In addition to its c. 40,000 members, BC reaches over 100,000 supporters via a monthly e-newsletter. A substantial part of BC's income has come in the form of government grants and contracts but as with other charities, this source of income has diminished in recent years. It also has a strong media presence, including a large and rapidly growing following on social media. These are important mechanisms to expand our influence, grow our capacity and harness new supporters. To tackle the problems facing butterflies, moths and our environment, BC is about to enter an exciting new phase of its evolution with a bold and extremely ambitious new strategy due to be launched in October. Our new strategy aims to transform our conservation work and drive forward our ground-breaking vision.

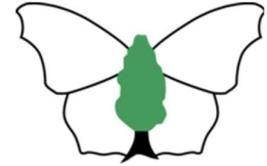
If you are excited about the prospects of working for a leading wildlife charity, please read through the attached job description to see if you have the right skills to join the team.

We look forward to hearing from you soon.

With best wishes

*Julie Williams*

**Julie Williams**  
*Chief Executive*



<b>Job Title:</b>	Senior Finance Manager
<b>Responsible to:</b>	Director of Finance and Operations
<b>Location:</b>	Butterfly Conservation Head Office at East Lulworth
<b>Salary:</b>	£33,757 – £39,120 pa, plus 8% pension contribution
<b>Duration:</b>	Full Time, Established Post

### Job Purpose

- ✈ Responsible for the finance function of Butterfly Conservation ensuring efficient day to day management, controls, systems and reporting.
- ✈ Line management of the Finance Team.
- ✈ Provide financial support to branches and all areas of Butterfly Conservation
- ✈ Manage and develop finance systems, process & procedures
- ✈ Support the Director of Finance & Operations with Governance & Audit
- ✈ Support the Director of Finance & Operations with reporting Performance & KPI's

### Main Responsibilities:

- ✈ Responsible for the finance functions, the annual audit, any other statutory audits
- ✈ Line management of the Finance team
- ✈ Responsible for the overall effectiveness of the finance department by setting up and maintaining adequate systems to ensure efficient procedures are in place.
- ✈ Ensure the finance team meets all internal and external deadlines such as VAT returns, grant claims and reporting.
- ✈ Liaise with external bodies such as Auditors and Grant funders.
- ✈ Responsible for reporting financial and performance KPI's for Butterfly Conservation and the Trading Company.
- ✈ Responsible for the overall budget & forecasting process
- ✈ Responsible for the management of the Charity's contracts.
- ✈ Responsible for completion of VAT returns and Gift Aid claims and resolve any related queries.
- ✈ Responsible for the management and preparation of payroll and pensions.
- ✈ Liaise with the Butterfly Conservation's banks on all financial and administrative matters and oversee Treasury Management.
- ✈ Provide support with Governance as required
- ✈ Oversee the day-to-day management of Butterfly Conservation Trading.
- ✈ Liaison with and management of Butterfly Conservation's Branches on all financial aspects.
- ✈ Manage the finance & payroll systems and lead on improvements
- ✈ Assist Director of Finance & Operations to ensure all financial policies remain current and relevant.

### General:

- ✈ Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role
- ✈ Undertake any other reasonable duties as required and commensurate with the grade of post
- ✈ Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce
- ✈ Work in accordance with BC's policies, procedures, and codes of conduct
- ✈ Actively participate in on-going professional development activities

---

**PERSON PROFILE**

---

<b>Technical/Specialist Skills</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A level or equivalent level	✓	
An accounting qualification or finalist	✓	
Proven experience of working in a similar role	✓	
Extensive experience of a variety of software packages	✓	
Experience of implementing new systems and processes	✓	
Experience of all aspects of Finance ledgers	✓	
Experience of reconciliations	✓	
Practical experience of payroll and pensions	✓	
Practical experience and knowledge of VAT and tax issues	✓	
Experience and knowledge of Gift Aid		✓
Excellent knowledge of Microsoft packages	✓	
Advanced Excel skills including the ability to design and develop new Excel spread sheets	✓	
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓	
Experience and understanding of reporting and accounting for restricted funds		✓
Experience of Contract Management		✓
Experience of Charity Accounts & SORP		✓

<b>Personal Attributes</b>		
Diligent, analytical and methodical, with a high degree of accuracy and attention to detail	✓	
Extremely organised and able to prioritise own workload and undertake work on your own (or with limited direct supervision)	✓	
Flexible and inclusive	✓	
Enjoy a fast paced environment with the proven ability to rapidly assimilate information and adapt to a changing environment	✓	
Able to work effectively as a Team leader and member	✓	
Clear and confident communicator	✓	
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓	
Enjoy working in a close knit team environment	✓	

<b>Budget Responsibilities</b>		
Experience of managing budgeting process and developing budgets.	✓	
Experience of managing budgets.	✓	
Experience of grant budget management & reporting		✓

<b>Line Management/Contractor Responsibility</b>		
Line management of Finance staff	✓	

<b>Dealing with Volunteers/Managing External Partners and others</b>		
Excellent interpersonal skills at a variety of levels	✓	
Experience of working with external partners	✓	
Experience of working with volunteers and the general public.		✓

<b>Decision Making and Society Policy</b>		
Empathy with aims and objectives of Butterfly Conservation	✓	
Liaison with Senior Management Team on financial matters		✓



Butterfly Conservation is committed to promoting a diverse and inclusive workplace where everyone is valued and feels comfortable to be themselves. We employ amazing people from a wide variety of backgrounds, but who all share one thing in common, the desire to save butterflies, moths, and our environment.

### **How to Apply and the Appointment Process**

Application forms can be downloaded from Butterfly Conservation's [website](#) or completed via our online portal. Please email completed application forms, along with an Equal Opportunities form to [HR@butterfly-conservation.org](mailto:HR@butterfly-conservation.org).

We strive to promote equality of opportunity in all our employment practices. The Equal Opportunities form is used for statistical purposes only and will not be seen by any member of the recruitment panel.

Your application form plays an important part in our selection process. Please ensure that your completed form relates as closely as possible to the requirements of the job, detailed in the Job Description and the Person Profile. C.V.s will not be accepted.

We will correspond with you by email and phone. Please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

If you require any further information regarding this position, please email us on the email address above.

### **Closing Date**

Please note that the closing date for applications is **5pm on Sunday 23<sup>rd</sup> January 2022**. ***Please note that we may close the job early if enough suitable applicants apply.***

### **Selection Process**

A shortlist of candidates will be invited to attend **first stage** online interviews, via Zoom.

Applicants must be entitled to work within the United Kingdom and we request that you provide Butterfly Conservation with a copy of your passport (or acceptable proof of eligibility as specified by GOV.uk) upon appointment.

Due to an anticipated large volume of enquiries we will be unable to respond to all candidates therefore if you have not heard from us two weeks after the closing date please assume that your application has been unsuccessful on this occasion.

### **Agencies**

Unfortunately, agency applications for this position will not be considered.

## JOB APPLICANT PRIVACY NOTICE

Butterfly Conservation collects a range of data about you during a recruitment process which will include:

- Your name, contact details and address;
- Details of your skills, qualifications, experience and employment history;
- Information regarding your right to work in the UK; and
- Details regarding your current level of remuneration and any work benefit entitlements.

This information will be collected from your application form and/or covering email or letter on submission to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic format (including email) on our internal IT systems and also in paper form within our HR Department. Your information may be shared internally for recruitment purposes with our directors, HR and IT teams strictly for decision making purposes. We do not share your data with any third parties.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

Butterfly Conservation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Company limited by guarantee, registered in England (2206468)  
Registered Office: Manor Yard, East Lulworth, Wareham, Dorset, BH20 5QP  
Charity registered in England and Wales (254937) and in Scotland (SC039268)  
VAT No. GB 991 2771 89

 @ savebutterflies

 facebook.com/savebutterflies