

Director of Finance & Operations Information Pack

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Introduction from Jamie Peters, Interim CEO

The latest science on the climate and nature crisis is clear. We need radical change this decade. There is only one path ahead and that is a transformation of our society and regeneration of our natural environment. That must be done with those who are most at risk - either from current and future impacts or from not being able to participate and benefit from the transformation - at the heart of what we do. If we design a transition for the mainstream, we will continue to leave many behind.

Over the last 50 years, Friends of the Earth has led many powerful and successful campaigns that have resulted in real change, from doorstep recycling in every town, to the phase out of leaded petrol, protection for our best wildlife sites, the world's first climate change act, the end of fracking, the prevention of coal mining and much more besides. We stand alongside communities to help them achieve the change they want to see and have demonstrated again and again that local organising can lead to national influence and change. We have won hundreds of local victories that change communities, and we have won national victories that change our trajectory.

To achieve this, Friends of the Earth needs to have the effective finances and systems required for us to campaign for the changes we want to see happen. Our 180 staff and thousands of volunteers need the resources and support that our Finance and Operations department provides.

The Director of Finance and Operations will take over from the current Interim Director. Especially in the context of the current economic and inflationary crisis, we need someone who can continue key initiatives around the embedding of our new CRM and begin a major refresh of our finance systems as well as our governance, property and IT arrangements.

The successful candidate will also have joint senior leadership team responsibility for our equality, diversity and inclusion objectives, including a key objective in becoming an anti-racist organisation.

If you believe you have the qualities and skills to help take our Finance and Operations teams forward, we would love to hear from you.

Jamie Peters
Interim CEO, Friends of the Earth

Advert:

Director of Finance & Operations

Salary: up to £76,252 per annum- London, £73,095 per annum- Regional.

(London salary applicable to candidates who are based in the London office a minimum of two days a week)

Contract: Permanent

Hours: Full time (30 hours over 4 days)

Location: London-based or commutable to London (minimum weekly), with some other UK travel as required.

Plus benefits.

Can you help Friends of the Earth support key functions at a crucial time for the organisation? Can you ensure embedding financial sustainability by providing inspiring leadership and strategic oversight by heading up our central services of finance, IT, facilities, and governance.

As a core member of the Senior Leadership Team, you will ensure Friends of the Earth is financially sustainable and compliant with relevant regulations and laws and has the premises and organisational infrastructure it needs to support a great campaigning organisation.

We are looking for someone who can bring an inspirational, empathetic approach to support a range of established functions that are vital to the organisation's ability to deliver its mission of campaigning to resolve the climate emergency and nature crisis. A commitment to social and environmental justice is essential and the successful candidate will have a key role to embedding our aims of collaboration, inclusion, wellbeing and an effective and supportive working environment.

How to apply:

Please apply via our online application form, you will be able to save your application and come back to it before submitting your form.

Your supporting statement should be no more than 2 pages of A4 and address the key requirements of the person specification with relevant examples of your experience and outline why you are interested in the post.

Key dates:

Closing date: Monday 16 September 2024 (23:59)

1st Interviews: w/c 23rd September 2024 (online via Teams meeting)

2nd Interviews: w/c 30th September 2024 (in person at our London office)

Our staff body is currently under-representative of People of Colour, LGBTQIA+ people and people with long term conditions or impairments. We are committed to eroding these historic barriers, so as to create a movement in which people from all walks of life see themselves in, and so we particularly encourage you to apply if you belong to one of these groups or sit at multiple intersections of disadvantage. We are committed to the Disability Confident standard and will guarantee an interview to any candidates who declare a disability and who meet the essential criteria for the role.

Friends of the Earth staff who publicly represent Friends of the Earth (including all campaigners) are not allowed to also represent a political party. This is to ensure that there can be no confusion in the minds of the public about Friends of the Earth's party-political independence. Affected staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

Friends of the Earth is an international community dedicated to protecting the natural world and the wellbeing of everyone in it. We lead campaigns, provide resources and information, and drive real solutions to the environmental problems facing us all.

Benefits summary:

In return we offer a competitive range of benefits, including a contributory pension, good work/life balance **including a 4-day working week with no loss of pay**, excellent learning and development opportunities and a vibrant organisational culture.

Annual Leave

All employees are entitled to 20 days (5 weeks) annual leave with additional leave accrued for every full year of employment up to a maximum of 4 additional leave days (pro-rated for part timer). The leave year runs from every January. Employees can purchase up to 4 days additional annual leave per leave year (pro-rated for part-timers), with payments spread over 12 months' pay.

Pension Scheme

We offer all employees a generous contributory pension scheme through Aviva. All employees are auto enrolled into the pension scheme at their joining date. The minimum employee contribution is 4% auto salary sacrifice. There is no maximum capped on employee contribution, which means employees can pay their entire salary into their pension pot. The organisation matches all employee contribution, up to a maximum employer contribution at 7%.

Employee pension contributions at gross pay 'salary sacrifice', allows employees to make tax and National Insurance savings on their gross pay, allowing employees to save more for their retirement. Employees can 'opt out' of salary sacrifice if they prefer to contribute to the pension via the net pay method.

Friends of the Earth – Job Description

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| Job title | Director of Finance and Operations |
| Reporting to | CEO |
| Team | Senior Leadership Team |
| Career stage | Grade A |
| Contract | Full Time (4 day week) |
| Location | London based or able to commute weekly to London |
| Line management | 6 |

Purpose of the role

In this pivotal role as Finance & Operations Director, you will be the financial compass of Friends of the Earth, driving the organisation toward fiscal excellence and long-term sustainability. Your adept financial stewardship will be instrumental in ensuring that our mission doesn't merely continue, but excels, by optimising resources and maximising impact.

As an integral member of the Senior Leadership Team (SLT), your financial acumen will be central to the strategic direction and overall management of Friends of the Earth. Entrusted with overarching financial accountability, you will oversee a broad spectrum of operations, including financial planning and strategy, governance, IT, and facilities management.

Your responsibility will not only ensure that Friends of the Earth operates with financial rigour but is also compliant with pertinent regulations and laws. Moreover, under your guidance, the organisation will have the foundational infrastructure it needs to emerge as a beacon in environmental campaigning.

Key responsibilities and tasks

- Provide effective leadership and management of the finance, IT, Governance and facilities teams to ensure development and implementation of strategies and effective practices across all operational areas.
- Ensure the provision of timely, relevant and accurate financial information and analysis to assist key decision making by Boards and senior management.
- Hold overall responsibility for Friends of the Earth's financial strategy, including for budgeting, reporting and control processes within the parameters set by the Board, to optimise our ability to meet current and future organisational needs.
- Foster strong collaboration with the CEO, SLT, and other key stakeholders, offering financial perspectives in decision-making processes. Act as a

strategic partner in organisational initiatives, ensuring they align with our financial goals.

- Work with the Chief Technology Officer to oversee the organisations evolving IT strategy and management to ensure Friends of the Earth has the IT infrastructure and support systems to meet current and future business objectives.
- Working with SLT support culture change and organisational development so that our ways of working best enable us to achieve our campaigning objectives.
- Ensure that Friends of the Earth optimises the use of its premises as a tool to help deliver its organisational strategy.
- Probe and challenge the workings of business systems or processes in any part of the organisation, with a view to ensuring the most efficient and effective internal workings of the organisation.
- Represent Friends of the Earth at sector wide meetings; building the reputation of the organisation, enhancing your skills and expanding your network within the sector.
- Identify potential financial risks and develop strategies to mitigate them, safeguarding FOE's assets and reputation.
- Provide robust tax knowledge and advice, ensuring compliance with regulations while optimizing tax strategies for organisational benefit.
- Ensure FOE remains compliant with relevant financial laws and regulations. Stay updated on sector-specific financial changes and ensure timely adherence.
- Cultivate a culture of continuous learning and professional growth within your teams. Prioritise mentorship, training, and development opportunities to ensure each member reaches their full potential.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential:

- A CCAB qualified accountant with significant leadership experience and a track record of success at senior level, preferably including experience in the charity sector.
- Considerable leadership experience of strategic financial planning and implementation including management of resources as well as forecasting, budgeting, reporting in a complex rapidly changing organisation.
- Experience of managing IT and infrastructure teams.
- A proven strategic, creative and flexible leader, able to identify and implement new ways of working, seize unexpected opportunities, and encourage and develop these skills in others.
- Demonstrable experience of overseeing the development and implementation of strategic plans and organisational change processes
- Commercially astute, technically strong with exceptional interpersonal, facilitation, negotiation, influencing and relationship management skills; able to motivate and inspire colleagues

- Understanding of Charity SORP and experience of preparing statutory reports and accounts with a good understanding of charity law and regulatory frameworks
- Strong experience of building and leading cohesive and effective teams and leading them through significant change
- A collaborative approach and understanding of working in a consultative environment
- Demonstrable commitment to the vision and values of Friends of the Earth.
- Ability to travel in the UK on a planned basis, and to travel outside of the UK occasionally, as well as working outside of office hours occasionally to meet the demands of the role.
- Experience of company secretarial matters (regulatory compliance, annual returns, Board governance) and charity law compliance

Desirable:

- Experience of working within dual structure organisations
- Knowledge of organisational development theory and practice

Our Values

Ability to demonstrate understanding and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends; at the heart of our work.

Accountability – We hold ourselves and others to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

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| Date approved | October 2023 |
| Date reviewed | August 2024 |

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.

Organisation

Currently 27 Staff in the Finance & Operations Directorate

Senior Leadership team, and Director of Finance & Operations' line reports:



