



Nene Park



Director of Finance
and Business
Services



Starfish

Welcome

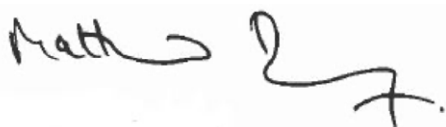
Thank you for your interest in becoming our next Director of Finance and Business Services at Nene Park Trust. The Trust and the Park itself have grown to become one of the country's most successful and respected 'Park Trust' models, providing a broad range of benefits and activities to almost two million visitors per year.

Originally established by the Peterborough Development Corporation during the late 1970s and 1980s, Nene Park Trust, the charity that now looks after the Park on a 999-year lease, was established in 1988. We are responsible for over 700 hectares of land comprising one of the most visited country parks in the UK at Ferry Meadows, as well as significant areas of farmland, woodland and open water. Nene Park is also the venue for a broad range of recreational activities which are set to be enhanced. The Park is a haven for wildlife and provides the community of the City of Peterborough, and its fast growing region, with a wonderful series of high quality green spaces and recreational venues which benefit the environment, health and wellbeing, education and the local economy.

The Trust is in a strong financial position and due to the impending retirement of our current Director of Business Services, Phil Rolfe, we are now seeking an outstanding candidate as our new Director of Finance and Business Services. You will be a qualified accountant with a strong track record of strategic financial leadership and experience of operating as part of a collaborative and fast paced senior leadership team. Growth is high on our agenda and you will be central to this, bringing a commercial approach to explore and develop new opportunities within the context of a robust and secure financial strategy. With IIP Gold under our belts, our people are incredibly important, and you will be responsible for a capable team who will look to you for inspirational leadership - your strategic insight and leadership experience will enable them to flourish.

This is a particularly exciting time to join us. We are a young and fast growing organisation which has undergone a period of major change and development in recent years, culminating in the launch of a new Master Plan and strategy, reorganisation and rebrand. This is providing the Trust with an exciting future that combines commitment to improve the quality and consistency of our impact, with the confidence to grow and develop new projects.

Nene Park is visited and loved by an incredibly diverse range of people. We are actively encouraging applications from people of all backgrounds. If you believe you offer the skills and qualities we are seeking for this appointment, we very much look forward to hearing from you.



Matthew Bradbury
Chief Executive

About Nene Park Trust

Nene Park Trust's charitable objective is: For the public benefit to provide parks and recreation grounds for the inhabitants of Peterborough and the surrounding region and for visitors with the object of improving the quality of life for such persons. The Trust's vision is: To be the region's favourite Park, providing a permanent haven for heritage and wildlife and a wide choice of recreational activities for the people of Peterborough and the wider community.

Our plans are big and bold! This is the beginning of an exciting new era. The Trust, which is the charity responsible for the long- term custody and day-to-day management of the Park, has reflected on almost three decades of successfully looking after such a wonderful place. Together with our partners and communities in Peterborough and beyond, we have developed an ambitious Nene Park Master Plan. The Plan demonstrates how, resources permitting, we are preparing to address a wide range of future challenges and opportunities in and for the Park up to and beyond 2050.

The Plan links inseparably to a new 10-year Business Strategy (from 2017), Doing More with More which informs the five-year Business and Action Plan for the Trust. The Strategy identifies four key pillars of work:

1. Celebrating our environment Nene Park will be managed and protected as a clean, safe, sustainable and attractive natural environment that retains its river valley character and celebrates local culture, arts, heritage, archaeology and biodiversity.
2. Engaging our communities Nene Park will be a beautiful, accessible and enjoyable place that provides opportunities for healthy relaxation and learning and excellent facilities and an exciting range of events and activities.
3. Developing our resources Nene Park Trust will be recognised as an innovative and inspirational charity that invests in its people, its processes, its sustainability – and most of all its Parks and infrastructure.
4. Growing our Park Nene Park Trust will be recognised as a collaborative and commercially minded charity operating as a key regional partner.

These four pillars are broken down into 10 specific business goals, which then flow into a number of specific objectives – 35 in total – which we are committed to delivering. Underlying all of these is a need to ensure smarter working, financial sustainability and an increase in the range of activities offered throughout Nene Park.



About Nene Park Trust

Our Business Plan (2017-2022) sets out the Trust's key strategic priorities and the projected financial impact of delivering on those objectives. It identifies the top priority annually to be to generate a surplus, with by far the largest contribution coming from the generation of additional income.

Two key sources have been identified, namely:

- Making more of the Trust's charitable status through various fundraising initiatives.
- Ensuring the Trust obtains maximum value from existing and new assets, including the development of new sources of income from existing facilities both those managed in house and those leased to our tenants.

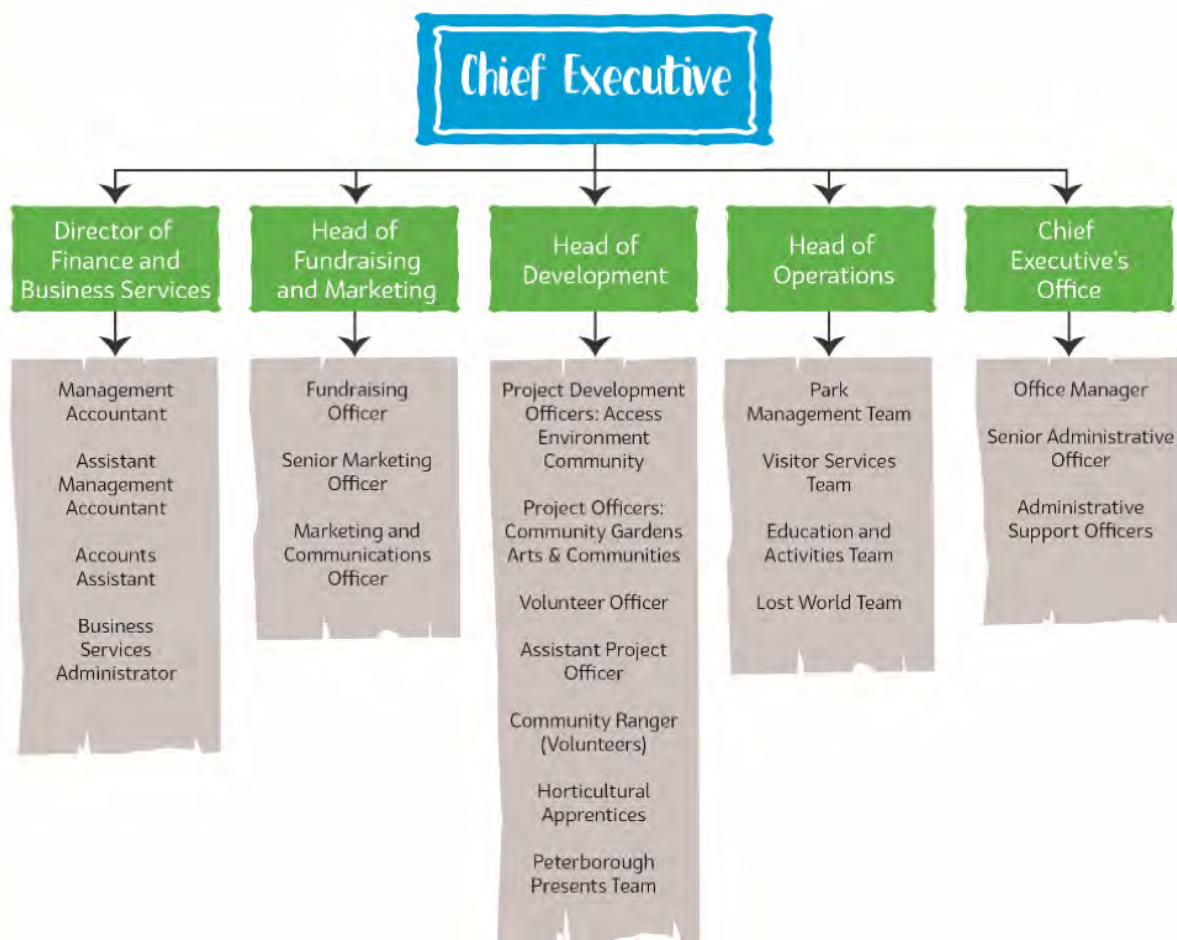
Four years into the Strategy, we have been very successful in attracting income from both sources.

For 2021 we have a number of other key priorities which will help us meet our primary objectives of serving the needs of our beneficiaries, improving our facilities and biodiversity, encouraging wider use of the park (and beyond) and continuing to improve on the experience that visitors have when they come to Nene Park.

- To take a creative and innovative approach to maximise the commercial opportunities presented by the changes to visitor behaviour as a result of the ongoing Covid pandemic.
- To appraise and deliver opportunities for growing the Park within and beyond its current footprint, both charitable and commercial.
- Subject to a successful second phase National Lottery Heritage Fund application, to begin to deliver the Peterborough Community Greenspace project through a whole organisation approach to implementation.
- To work as a team and collaboratively to secure funding for and/or deliver a series of important, high-profile major infrastructure works and other strategically aligned projects that all contribute towards our Master Plan aspirations.
- To focus on the wider estate, engaging with communities and landowners to further our charitable objects and improve the visitor experience.
- To respond to a climate and nature emergency by contributing positively to social and environmental objectives which are both deliverable and measurable.
- To continue the journey towards becoming a high performing Board by implementing the recommendations of the Board performance review.

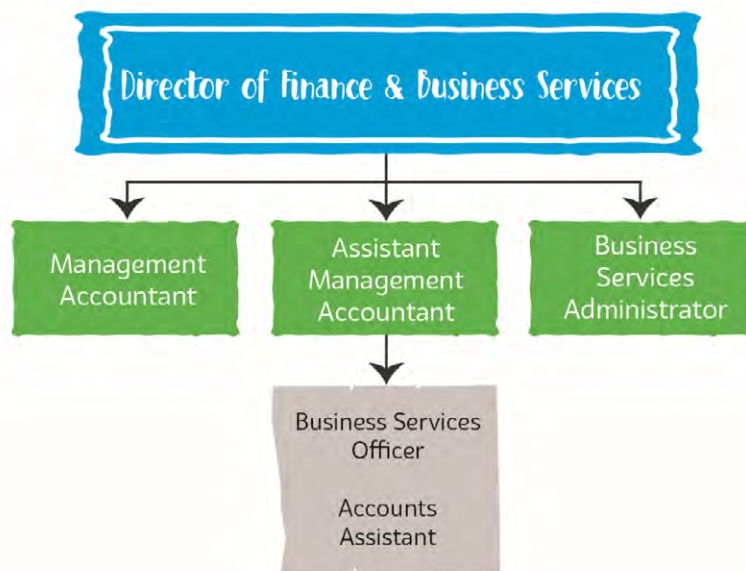
Further information can be obtained from the Trust's Business Strategy, Master Plan and current Annual Report and Accounts. All of these documents are available at www.nenepark.org.uk

The Team



The Finance and Business Services Team

The team currently comprises a part-qualified Management Accountant who also takes the lead for ICT support and development. The Assistant Management Accountant is AAT-qualified and is responsible for the payroll and line management of the Business Services Officer and Business Services Assistant, who in turn process purchase and sales ledger transactions. The Director of Finance and Business Services line manages the Business Services Administrator, who has responsibility for insurance administration, maintaining the commercial tenants terrier and administering the financial aspects of the parking system and membership renewals.



Role Profile

Job title: Director of Finance and Business Services

Reporting to: Chief Executive

Role purpose:

To fulfil a key role as a member of the Senior Leadership Team at Nene Park Trust by providing strategic business and financial leadership and advice to support the Trust and ensure the long term viability, financial security and sustainability of the Trust.

To manage the Business Services team to deliver high standards of financial administration and support.

To lead on negotiating the financial and commercial aspects of all tenancy and business arrangements within Nene Park, and to liaise with the Trust's investment fund managers to ensure the required capital and revenue income.

Key deliverables:

Strategic leadership

- Be an Executive (SLT) Team member, accountable to develop and implement recommendations on strategic direction and the management of organisational performance.
- Lead on the overall management of all Trust business and finance related matters, providing strategic financial advice to the Chief Executive, Finance Committee and Board of Trustees, as required to ensure appropriate financial governance of the charity and support the delivery of the Trust's strategy.
- Lead on the ongoing development and maintenance of Trust financial plans, models and forecasts to assist the Chief Executive and Senior Leadership Team in setting financially sustainable long term strategic plans for approval by the Board of Trustees.
- Lead the Finance and Business Services Team and manage their performance and development to ensure that the team is actively enabling and supporting ongoing service improvements and undertaking a business partnering role.
- Oversee the delivery of the Trust's ICT strategy and assets to enable the Trust to respond to business and technology advances.
- To act as Director to the Trust's trading subsidiaries undertaking commercial operations.
- Deputise for the Chief Executive in his absence and provide cover for other members of the Senior Leadership Team.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.



Role Profile

Financial management & governance

- Lead on the development and implementation of financial regulations, systems, policies and procedures for the Trust, monitoring staff compliance as necessary.
- Manage the production and ongoing monitoring of annual budgets, monthly/quarterly management accounts, Board reports and periodic forecasts of income, expenditure and related statistical information to enable timely evaluation of Trust performance and to support a culture of continuous improvement.
- Lead on the production of annual and statutory accounts and liaise with the Trust's auditors to produce audited accounts and the Trust's Annual Report to agreed timescales.
- Ensure Trust compliance with relevant legislation and regulations, e.g. statutory/VAT returns and the financial information/filing requirements of Companies House and The Charity Commission.
- Lead on the evaluation of the risks facing the Trust, including internal audit, business continuity for office functions, insurance and risk register.
- Lead on periodic reviews of the Trust's overall investment strategy and fund managers to ensure the required level of income, capital growth and spread of risk. Liaise regularly with the Trust's external investment managers on the performance of the Trust's investment funds, maintaining an oversight of investment transactions.
- Maximise the Trust's available and potential resources by seeking out and leading on new investment and business opportunities, negotiations with purchasers, and annual reviews of fees/charges etc.
- Lead on efficiency and effectiveness reviews to ensure a 'best value' approach is applied, as appropriate, across the Trust.
- Be accountable for the personal development of the Finance and Business Services Team through the appraisal process. (Individuals with line management responsibility are also accountable for the development of their staff.)

Working with professional advisors

- Monitor the performance of the Trust's commercial property, and work with the Trust's professional advisors to actively manage the portfolio and maximise its financial performance. Work with the Head of Development on major development projects involving Trust commercial property portfolio, working closely with the Trust's professional advisors as necessary.
- Lead, on behalf of the Trust, on all negotiations regarding the establishment or renewal of lease and licence agreements, working closely with the Trust's professional advisors as necessary. Support the Trust's tenants, concessionaires and licensees to ensure compliance with Trust requirements, business development, high standards of visitor experience and a productive working relationship.
- Liaise regularly with the Trust's external advisors and brokers to ensure the Trusts' pension provision, life assurance and health insurance schemes remain appropriate to the organisation's needs.



Person Specification

As an Executive with responsibility for the Trust's operations the post holder will be of the highest calibre with the necessary knowledge, skills and experience including:

Part One

Knowledge and Experience

Essential:

- Qualified accountant with 5+ years PQE along with membership of a recognised accounting body (ICAEW, CIMA, ACCA, CIPFA or any other internationally recognised body).
- Outstanding track record of senior financial management gained in at least one other appointment of comparable scale and complexity.
- Strong track record of strategic financial management and of developing and implementing financial strategy and business plans.
- Experience of financial governance and of successfully influencing at Board level and in the external environment.
- Commercial acumen and experience of working in a commercially driven environment.
- Experience of leading teams to deliver strategic priorities.
- Up to date knowledge of health and safety legislation in relation to a similar organisation.

Desirable:

- Experience in and knowledge of the not for profit sector and an understanding of charity accounting and reporting requirements would be an advantage.
- Previous experience of developing investment strategy and managing a portfolio of commercial property and investment funds.
- Local knowledge of Nene Park and surrounding area.
- Experience of working in a park or similar environmental/ leisure / tourism destination.
- An understanding of income generation, grant and fundraising opportunities.

Part Two

Skills and Abilities

- Highly effective leadership and management skills.
- A strategic thinker with the ability to deliver change and effectively manage and motivate a team.
- Highly organised able to remain calm and positive under pressure and to consistently deliver work to time constraints.
- Excellent verbal and written communication skills, able to interpret and communicate the Trust's strategy to enable understanding at all levels.
- High level of intellect with the ability to understand and influence complex issues.
- Outstanding interpersonal skills with the sensitivity and skills necessary to operate at a senior level.
- Excellent negotiator and able to communicate confidently and effectively at all levels and with diverse groups of people.
- Integrity necessary to gain credibility and trust from all levels of staff, volunteers and a range of external bodies.
- A full driving license and ability to drive a manual vehicle is desirable.

Part Three

Personal Style and Behaviours

- High levels of personal integrity.
- A collaborative team player keen to contribute at all levels.
- A continuous learner with an active interest in keeping up to date with sector developments.
- Demonstrable passion for and commitment to Nene Park Trust's mission and values.

Terms of Appointment

- Salary:** £70,000 per annum plus additional performance related pay.
- Location:** The Trust is based at Ham Farm House, Ham Lane, Peterborough PE2 5UU.
- Pension:** With effect from the month following the commencement of your employment, you will be auto enrolled into the Trust's Pension Scheme. At present, an employee's minimum contribution is 3% of gross salary, though you may choose to contribute more, and the Trust contributes 10% of employees' gross salary.
- Annual leave:** There is an entitlement of 33 days' annual holiday, which includes Bank Holidays. The leave year runs from 1 February in one year to 31 January the following year.
- Additional benefits:** The Trust provides life insurance cover for each member of salaried staff of five times annual salary in the event of death in service. The Trust also provides a Westfield Health scheme for individual employees.



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultants at Starfish Search Juliet.Taylor@starfishsearch.com or Juliet.Brown@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/nene-park-dir-fin-bus/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.

Closing date: Monday 25th January 2021

Preliminary interviews: w/c 8th February 2021

Agreement of the final shortlist: 16th February 2021

Final panel interview event: 23rd February 2021

Nene Park Trust is committed to being an inclusive employer with a diverse workforce. We are actively looking to strengthen the diversity of our team. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.





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