



RECRUITMENT PACK

CHIEF FINANCE OFFICER



Nene Park



WELCOME

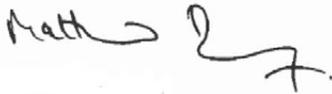
Thank you for your interest in becoming our Chief Finance Officer at Nene Park Trust. The Trust and the Park itself have grown to become one of the country's most successful and respected 'Park Trust' models, providing a broad range of benefits and activities to around two million visitors per year.

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 at the beginning of new, ambitious five year business plan phase and we are now seeking an outstanding candidate as our new Chief Finance Officer. 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 and systems. With Investors in People 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 fast growing organisation which has undergone a period of major change and development in recent years, culminating in the launch of a new 5 year Business Plan which continues to build on our successful Master Plan and strategy launched in 2016. 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.

Further information can be obtained by visiting at www.nenepark.org.uk



ROADMAP TO IMPACT – OUR NEW FIVE YEAR BUSINESS PLAN

The new five year Business Plan 2023 – 2028 reflects the Strategy Review undertaken by Trustees and wider Trust staff last year and follows on from the old Business Plan 2017 to 2022. Its purpose remains to deliver the Trust's 10 Year Vision of 'Doing More with More' and our long-term Masterplan 2017-2050, by setting the key projects and priorities for the next five years. This business plan also has a far greater emphasis on how we will monitor and report our work, specifically our impact, ensuring we deliver a double bottom line of financial sustainability alongside high quality charitable impact.

WHAT IS DIFFERENT ABOUT THIS PLAN?

Although the short-term economic outlook is challenging the Trustees did not want to 'batten down' the hatches. Instead, they wanted to invest now to ensure the Trust has an even greater positive impact at a time when communities are most in need, alongside ensuring greater financial sustainability.

WHAT ARE THE BIG PROJECTS?

The Business Plan provides a c£22m investment (from fundraising and our own reserves) over five years in projects that are aimed at delivering the Trust's 10 Year Strategy and Masterplan but also focused on achieving greater impact and contributing to longer term financial sustainability. The major projects range from The Activity Centre and major investments in Parks Management, Education and Events, to activating our assets at Lynch Farm and Orton Mere.

WHAT CHANGES WILL THERE BE?

The plan is ambitious and will require some quite big changes in how we work. This will mean changes in how we are organised, but also investment in a significant number of new staff and supporting existing staff through training and development. A new Deputy CEO is now in place and recruitment has started for a range of posts. The role of Chief Finance Officer is of fundamental importance to these changes.

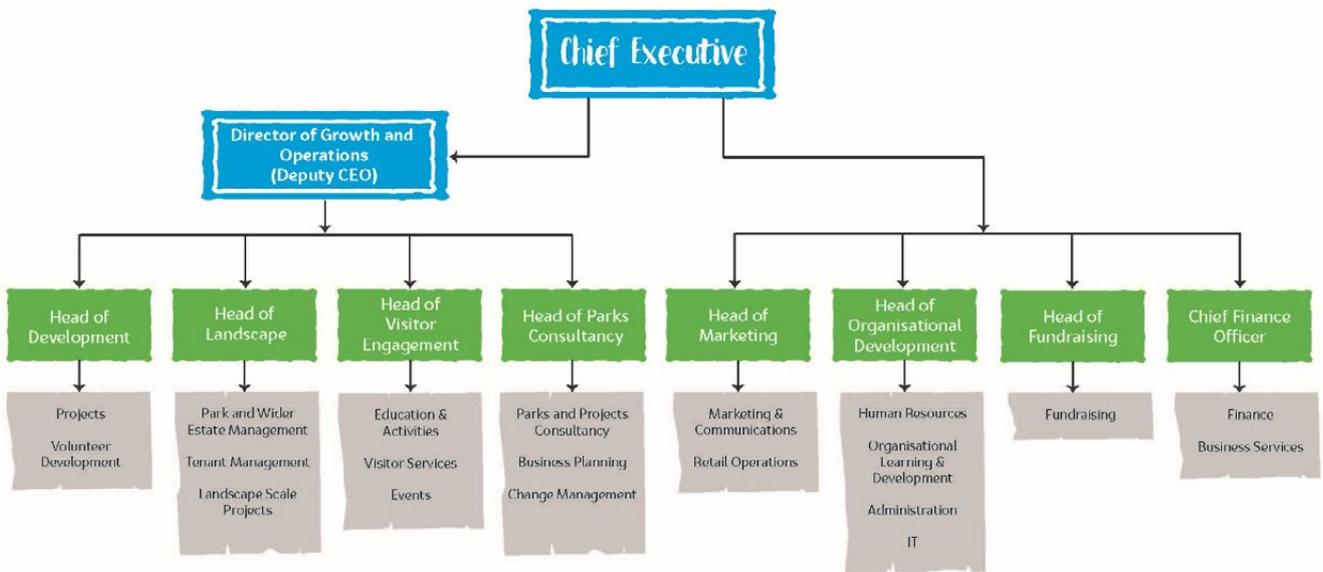
HOW WILL WE PAY FOR IT?

The Trust is in a very healthy financial position. Like some similar endowed Trusts or Charities, over the last ten years we have built up considerable reserves that also provide us with an investment income. The Trustees have now decided to commit some of these returns and some of the capital reserves, to increasing the impact of the Trust. However, this investment has to be made in a way that it creates longer term income for the Trust through increasing income from events and services, greater fundraising activity and income from environmental projects.

HOW WILL WE MAKE SURE IT GETS DELIVERED?

Of course, a lot can change in a couple of years, as we have recently experienced! To make sure the investment makes the returns intended, both financially and impact wise, and the Trust remains strong and stable, we are developing a new approach to monitoring that will make sure any changes in the external environment or project delivery are assessed on a quarterly basis. This will allow us to take early action if things don't go according to plan to protect the Trust and its finances. It will also ensure all our activity is linked in to a comprehensive impact framework.

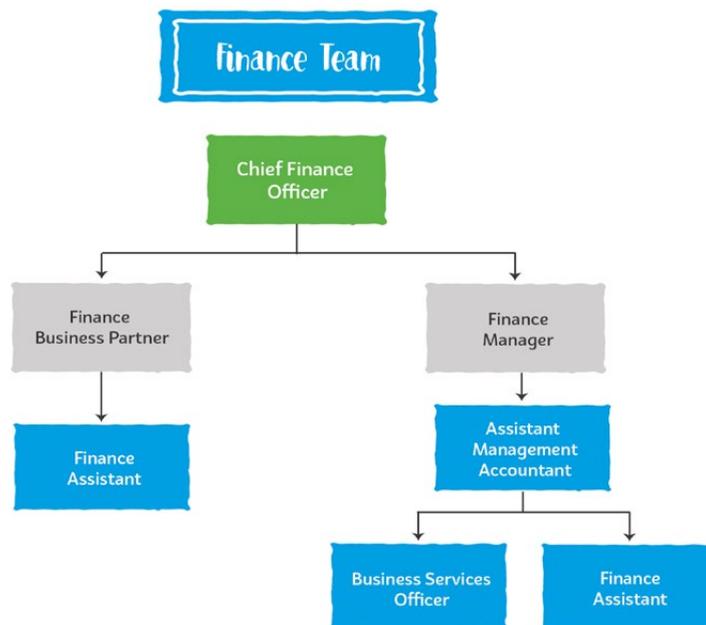
Further information can be obtained from the Trust's Business Strategy, Master Plan and current Annual Report and Accounts. All of these documents are available at www.nenepark.org.uk



THE FINANCE TEAM

The Finance team is a loyal, hard-working and supportive group of colleagues, keen to do their best and contribute to the wider objectives of the Trust. The team currently comprises of a Finance Manager, an Assistant Management Accountant, a Finance Business Partner, two Finance Assistants and a Business Services Officer.

The team current operates using Pegasus Opera accounting system and are undertaking a review of potential upgrades or alternatives to this. The final selection and implementation of a new system will be an early priority for the successful candidate.



ROLE PROFILE

Job title: Chief Finance Officer

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 lead the Finance team, driving them to deliver high standards of financial administration, support and reporting.

To act as Company Secretary to the Trust and Director of the Trust's trading subsidiaries.

To be lead liaison with the Trust's investment fund managers ensuring the required capital growth and revenue income strategy is implemented. To support the negotiation of financial and commercial aspects of tenancy and business arrangements across the organisation.

KEY DELIVERABLES:

STRATEGIC LEADERSHIP

- Be an Executive (Senior Leadership) Team member, accountable for developing and implementing 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 and develop the Finance Team, facilitating high performance and continuous professional development to ensure that the team is actively enabling and supporting ongoing service improvements and undertaking a business partnering role.
- To act as Director to the Trust's trading subsidiaries undertaking commercial operations.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.



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 audits, 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, debt financing opportunities 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.
- To act as Company Secretary to the Board of Trustees ensuring that meetings are conducted in accordance with the Trust's memorandum and articles of association and to support the Board of Trustees in fulfilling its company and charity law and governance requirements.

WORKING WITH PROFESSIONAL ADVISORS

- Liaise regularly with the Trust's external advisors and brokers to ensure the Trusts' pension provision and life assurance schemes remain appropriate to the organisation's needs.
- Ensure efficient internal systems and accurate exchange of information with professional advisors in relation to all financial transactions with tenants and licensees.



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.
- Experience in and knowledge of the not for profit sector and an understanding of charity accounting and reporting requirements.

Desirable:

- 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 of 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

£71,600 to £78,000 per annum plus additional performance related pay.

LOCATION

The Trust is based at Ham Farm House, Ham Lane, Peterborough PE2 5UU. We operate a hybrid working policy and therefore part-home working options would be considered.

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 38 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 Juliet Brown Juliet.Brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/nene-park-cfo/> 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.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Friday 31st March 2023
Preliminary interviews:	w/c 24th April and w/c 1st May 2023
Agreement of the final shortlist:	Friday 12th May 2023
Final panel interview event:	Wednesday 17th May 2023

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.

