

Head of Finance and Operations

National Biodiversity Network Trust

Job Pack, March 2025



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Head of Finance and Operations

Salary: £40,000 for 28 hours per week (£50,000 full-time equivalent)
Location: Fully remote, working from home, with some travel.
Contract: Permanent.
Hours: 28 hours per week (0.8FTE). Flexible working available.
Closing date: 9am, Friday 11 April 2025
Interviews: 1st round 16 April 2025
2nd round 23 April 2025

Could you be the talented Head of Finance and Operations that we're looking to welcome into our small, friendly nature charity? Leading our financial and operational management functions, you'll play a part in protecting and restoring UK wildlife, while advancing your career in the fast-growing 'nature and climate' space.

The NBN Trust is a nature charity with a difference. Our mission is “making data work for nature”. *“Data??? That’s a bit niche!”*, I hear you say. And you’re right – but it’s a vitally important niche. The UK is one of the most nature-depleted countries on Earth and, if we’re to stand any hope of fixing it, we’re going to need data. Lots of data. “What gets measured gets done”, as the saying goes. We need to understand what we’ve lost and what remains. We need to set targets for nature’s recovery. And we need to measure success as nature turns the corner and starts to make a comeback.

That’s where the NBN Trust comes in. We support the entire UK conservation movement by providing public access to the wildlife data that’s needed to make good decisions for nature. We’re a conservation charity, tech charity and people charity rolled into one – a unique combination! Could we be your next career move?

Our health and impact as a charity depend on excellent financial management, effective governance and the efficient provision of supporting structures, policies and ways of working. As the Trust grows and diversifies – including through the activity of trading subsidiaries – we need a dedicated Head of Finance and Operations to lead the management and development of these critical functions.

The key responsibilities will be:

1. Leading the Finance function for the NBN Trust and its subsidiaries.
2. Leading the Operations function, which includes Governance, Information and Resources, HR, EDI and Wellbeing.
3. Ensuring compliance with all relevant legislation and the charity articles.
4. Leading, managing and developing the Finance and Operations team.
5. Contributing to the NBN Trust being a great place to work.

We’re a 100% remote-working charity, so you’ll need to be comfortable and effective working from home. The whole team meets up four times a year for in-person team meetings (in London and other locations around the UK).

We’re an equal opportunities and Living Wage employer. We welcome all applicants, and we’re striving to create an inclusive and diverse team. If you’re interested in joining us, please read on – and get in touch if there’s anything you’d like to ask.

About the NBN Trust

The NBN Trust was founded 25 years ago by a visionary group of people and organisations who recognised that poor access to wildlife data was severely hampering efforts to protect and restore nature. Wildlife data is collected by hundreds of organisations and tens of thousands of volunteers and professional ecologists across the UK – it's potentially a phenomenal resource. But all too often this data is locked away in lonely spreadsheets and databases, inaccessible to all but a handful of people. What was desperately needed was an organisation focused on breaking biodiversity data out of its silos and helping it live its best life, to be used over and over again to help nature. That's us!

What we do

We manage the UK's largest partnership for nature – the National Biodiversity Network – which brings together more than 200 organisations with an interest in collecting, sharing and using biodiversity data. They include household names like the Natural History Museum, the National Trust and the Royal Horticultural Society, as well as specialist bodies like the Bat Conservation Trust and the British Dragonfly Society.

Our data portal, the NBN Atlas, is the UK's biodiversity data repository. It's one of the largest publicly accessible wildlife databases in the world. A treasure trove of information about more than 50,000 species from seals to centipedes, it's relied upon by conservationists, researchers and educators across the UK and beyond.

Much of the data we share is created by the UK's remarkable community of volunteer wildlife recorders. We manage iNaturalistUK, one of the fastest growing wildlife identification and recording apps, used by more than 52,000 people.

You can read more about us here:

- [Our team](#)
- [Our 2022-2027 Strategy](#)
- [Our 2023-2024 Impact Report](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

Your career development

In this newly developed role, you'll be in fantastic position to enhance your charity finance and operations leadership experience, while also learning about UK nature conservation and the vast range of organisations working together to tackle the biodiversity crisis.

Head of Finance and Operations

The Head of Finance and Operations will report directly to our CEO. Your responsibilities will include:

1. Leading and shaping the Finance function for the NBN Trust and its subsidiaries.
 - a. Leading the development and implementation of financial strategy to support the long-term sustainability and growth of the Trust.
 - b. Working with the CEO, Leadership Team and Fundraising Lead to support and guide the ongoing process of income diversification and expansion of commercial trading, including advising on cost recovery, business development and taxation.
 - c. Maintaining a detailed and comprehensive insight into the financial position and trajectory of the charity.
 - d. Leading all financial planning, monitoring and reporting, including preparation of the annual budget, monthly management accounts, quarterly financial reports and forecasts, the financial risk register and the statutory financial accounts, working closely with the CEO, the Chair of the Finance and Audit Committee and our independent Accountants/Auditors.

- e. Supervising the timely and accurate completion of all day-to-day financial tasks including invoices and purchase orders, payments, payroll, bank account reconciliation and other tasks as needed.
 - f. Supporting Senior Managers, Project Managers and the Fundraising Lead with departmental financial planning, fundraising pipeline management, project development and management, and reporting.
 - g. Identifying and implementing changes to financial management systems, processes and reports that improve accuracy, efficiency and clarity.
 - h. Adhering to all relevant financial policies and supporting/advising colleagues on their application.
2. Leading and shaping the Operations function, which includes Information and Resources, Governance and Executive Support.
 - a. Overseeing the timely and accurate completion of all Operations tasks, including monitoring of Trust-wide KPIs, management of digital information, business software and cybersecurity, HR, wellbeing, EDI, sustainability and the planning and management of Board and Committee meetings.
 - b. Reporting on KPIs and other strategic Operations matters to the Board and relevant Committees.
 - c. Identifying and implementing improvements to Trust policies, systems, processes and reports.
 - d. Working with the CEO and Leadership Team to establish and maintain an effective executive support function, providing administrative support and co-ordination to senior staff.
 3. Ensuring compliance with all relevant legislation and the charity/subsidiary Articles.
 - a. Keeping up to date with relevant legislation and advising the CEO and Board on compliance matters relating to: charity and business law; financial management and reporting; financial controls, fraud and money laundering; data protection and privacy; health and safety; employment; and equality, diversity and inclusion.
 - b. Advising on the adoption of best practice in the above areas, ensuring that our approach is proportionate to the size and scope of the charity.
 - c. Maintaining an oversight of all Trust policies and managing the review process.
 - d. Advising on compliance with the Trust's Articles of Association, Rules and Standing Orders, together with revisions as needed. Fulfilling the equivalent role for subsidiaries.
 4. Leading, managing and developing the Finance and Operations team.
 - a. Providing leadership, guidance, coaching, support and feedback to the team to support their performance and development.
 - b. Fostering a collaborative and supportive working environment.
 - c. Setting team and individual objectives and monitoring/managing workloads, progress, performance and development.
 - d. Participating in the NBN Trust Senior Management Team, supporting the CEO with strategic planning and management.
 5. Contributing to the NBN Trust being a great place to work.
 - a. Playing an active role in the NBN Trust team, including participation in team meetings, training events, cross-team task groups and the annual NBN Conference.
 - b. Embracing the Trust's values and helping build a strong and mutually supportive team.
 - c. Openly sharing ideas, experiences, successes and failures to help our team learn and grow.

What we're looking for

We're looking for someone with expertise in charity Finance and Operations, and experience at all levels from high-level strategy to day-to-day delivery. Above all else, we're looking for someone who is financially very literate and shares our values. The table below suggests the kinds of experience and expertise we're looking for, but we don't expect candidates to meet all the criteria. This is an exciting role and there's huge potential for innovation and learning. We'll support your 'on-the-job' learning and invest in external training to build your skills further.

Category	General experience/expertise	Specialist experience/expertise
Accountancy qualification	Chartered Accountant	
Financial management	Experienced financial manager with meticulous attention to detail.	Experience leading the finance function for a charity with multiple income streams.
Charity trading	Experience in financial management in a commercial setting.	Experience managing the finances for trading/commercial activity by a charity or charity subsidiary.
Financial strategy	Experience developing and leading the implementation of financial strategy.	Experience developing and leading on financial strategy in a charity.
Accounting software	Highly IT literate, with significant experience using accounting software.	Experience managing finances in QuickBooks Online, Dext and ApprovalMax.
Operations management	Extensive experience in some or all of the following areas: Information management, HR, EDI, IT, sustainability.	Experience leading Operations functions in a charity and ensuring legal compliance and best practice.
Team management and leadership	Experience managing staff, including recruitment and induction, setting objectives and monitoring performance.	Experience managing a fully remote team, able to maintain own and team's motivation, productivity and wellbeing when home-working.
Communication	Excellent written and spoken communication skills.	Experience presenting financial information to a Board of Trustees / Directors.

Working arrangements and flexibility

This position will be home-based, with travel once a quarter for in-person team meetings and Board meetings. Flexible working options are available. Applicants must reside in the UK and be eligible to work in the UK

Salary and pension

The salary for this position is £40,000 for 28 hours per week (£50,000 FTE).

The NBN Trust automatically signs staff up to a pension plan through the People's Pension. The Trust will contribute double the employee's pension contribution up to a maximum Trust contribution of 7% of the gross annual employee salary.

Holidays

The annual leave year runs from 1 April to 31 March. All staff are entitled to 28 days per annum (pro rata for part-time staff). In addition to this, staff are entitled to all UK bank holidays and 3 days (pro rata) which can be taken between the Christmas and New Year period.

Hours

28 hours per week. The Trust operates a flexitime system.

Living our values

We're passionate about the Trust being a great place to work. We believe that we're all at our most productive and creative when we're happy, motivated and growing in our roles. As a team, we're continually listening, learning and reviewing what we can do to support this.

Our values, created by the team, are:

- We have **Integrity** – We are open and honest in our work and acknowledge our mistakes in order to learn and grow.
- We are **Trusting** – We are reliable and believe in each other.
- We are **Collaborative** – We work in a flexible, supportive and approachable manner and work as a unified team.
- We are **Resilient** – We show commitment and challenge ourselves, and we act in a sustainable and ethical manner.
- We are **Respectful** – We are positive, kind, and fair in our actions.
- We are **Customer focused** – We use our individual and group expertise to ensure a quality service for our customers, stakeholders and beneficiaries.

We want to make a career in nature conservation accessible to everyone. We welcome all applicants, and we're striving to create an inclusive team.

We're proud to have signed Wildlife and Countryside Link's [Diversity and Anti-Racism Statement](#) and to be working with partners from across the environmental sector to advance equality, diversity and inclusion, including through the [Route Map towards Greater Ethnic Diversity](#).

We're really into health and wellbeing, and we're conscious that it's harder to look out for each other when working remotely. Currently one-third of our team members are trained in Mental Health First Aid, and we subscribe to a 24/7 Employee Assistance Programme, so there's always someone for you to talk to if you're needing support.

To apply

Please send your CV along with a cover letter (no more than 2 sides of A4) to hr@nbn.org.uk Your covering letter should include the following:

- Why does this role interest you?
- What key aspects of your experience equip you for this role?

The closing date for applications is **9am on Friday 11 April** and interviews are expected to take place on **16 – 17 April** (dates to be confirmed). Successful candidates will be contacted by **5pm on Monday 14 April** to confirm the details of their interview and any associated tasks. Interviews will take place virtually, via Microsoft Teams, and interview questions will be shared with candidates in advance.

If you would like to speak to someone about the role before you apply, please email hr@nbn.org.uk to request a call.

Thank you for your interest in the NBN Trust. We hope you'll apply.

