



Join our team as Head of Finance

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Full-time	Circa £40,000 p.a. plus a generous benefits and pension package	Tuesday 30 th August 2022

The Opportunity

An exciting opportunity has arisen to join the Royal Welsh Agricultural Society (RWAS) as its new Head of Finance. This is a key role within one of the most highly respected agricultural societies in the UK. As Head of Finance, you will report directly to the Chief Executive and will be responsible for leading the day-to-day finance function.

The RWAS

Established almost 120 years ago, but with a firmly modern outlook, the Society occupies a unique place in the rural and cultural landscape of Wales. As a registered charity, the core aim of the Society is to promote sustainable agriculture, horticulture, forestry, conservation and the environment in Wales. It delivers on its objectives by staging three major events annually; namely the Smallholding and Countryside Festival, Royal Welsh Show and Winter Fair, alongside a number of awards, bursaries and scholarships.

In addition to its own events, the Society hosts a number of external events on its 150-acre showground, generating key income to underpin its charitable work.

Looking ahead the Society, like all organisations, will need to keep a sharp focus on finances, particularly given the impact of inflation and the rising cost of living. This will require sound financial judgement together with creativity in seeking new income streams and innovative ways of reducing the cost structure of the Society.

Therefore, the Head of Finance is a key member of the Society's Senior Leadership Team, reporting directly to the Chief Executive, and working closely with the Society's Honorary Treasurer, Chair of the Finance Committee, Board of Trustees and Sub-Committees. The postholder will take an active role in forward planning and supporting the Society's committee structure.

Key Responsibilities

- Ensuring that a robust financial management, control, budgeting and reporting regime is in place.
- Overseeing the day-to-day financial management including all income and expenditure processing including bank reconciliations and quarterly VAT returns etc.
- Preparing the annual budget, cash flow forecasts and forward projections.
- Preparing monthly management accounts and performance reports for the Board of Directors with insightful and relevant financial and operational KPIs and commentary.
- Implementing financial policies and procedures.
- Assessing and managing the risk register.
- Preparing the statutory accounts for the year-end audit and liaison with auditors.

- Ensuring compliance with legislation and regulations, including annual returns to Companies House and the Charity Commission.
- Overseeing the investments and reporting as necessary.
- Supervising the Finance Officer and providing support and training as necessary.

The Head of Finance will also be expected to contribute towards a number of ongoing strategic priorities, such as supporting the Pricing Review Group which has been set up to consider the future pricing structure of the Society's events, the successful utilisation of the Society's new IT system/database, identifying new grant/funding opportunities and exploring further efficiency savings through the use of technology.

The postholder will need to be passionate and committed to the long-term success of the Society whilst being able to work under pressure, handle multiple priorities and meet deadlines.

The following attributes are important qualities for the role. It is appreciated that a single candidate may not possess them all. However, please use your application to demonstrate how your experience, skills and knowledge can meet the requirements of fulfilling this role.

Experience

- Proven track-record of senior/strategic financial management.
- Producing, managing and evaluating budgets.
- Familiar with Sage accounting software.
- Familiar with charity governance and accounting.
- Staff management and team working.

Skills and knowledge

- Excellent communication skills, both orally and in writing.
- Excellent interpersonal skills.
- Proficient in IT.
- Presentation skills.
- Initiative and creativity.
- Close attention to detail.
- A friendly, approachable and confident manner.
- A recognised qualification in accounting is desirable.

To discuss the post informally, prospective applicants are encouraged to contact Aled Rhys Jones, the Chief Executive Designate on 07506 164 478 (aled@ontheland.co.uk).

To apply for this role, please send a CV and covering letter to Caron Evans, Head of Administration at recruitment@rwas.co.uk

The closing date for applications is 12 midday on **Tuesday, 30th August 2022**.

Interviews will be held during the week commencing 12th September 2022.

Please see details of the benefits package and general terms of employment on the supporting document.