

Finance Support Officer

Greensand Country Landscape Partnership

3 days a week, including some evening and weekend work.

6 month fixed term contract.

SCP 12 (£22,183 for full-time equivalent) per annum pro rata, plus contributory pension scheme and travel expenses.

Introduction

Are you a general all-rounder, with a multitude of skills, a can do attitude, a great ability to communicate and a joy for being with people? Do you have passion, enthusiasm and are you highly motivated and organized with an excellent attention to detail? If this sounds like you we'd love to hear from you! If you are the right person we can offer you a varied, rewarding role where you will use your strong financial, communication and advocacy skills and your very good stakeholder and project management experience, and will genuinely be able to make a difference for people and the Greensand Country landscape.

You will be supporting the Programme Manager to deliver this £3.1 million Landscape Partnership Programme, you will be monitoring and supporting the Project Managers who are delivering our 90 projects, will be monitoring financial spend, will be producing and maintaining spread sheets and will be collating evaluation material. We may also ask you to liaise with Project Managers to capture the success of their projects as well as supporting their progress and assisting with events and meetings.

You will be busy and part of a supportive and friendly Greensand Country Landscape Partnership team and will assist and work collaboratively with other members to take forward the aims and objectives of the Programme. You will have a willingness to roll up your sleeves and 'muck in'. You will also have autonomy and will be encouraged to use your own initiative. You will have a passion for landscape heritage, great communication and project management skills, and the capability to bring together, engage and enthuse a range of people in the activities and objectives of our projects. This is an important role for this Landscape Partnership.



The Greensand Country Landscape Partnership Programme is delivering an exciting array of projects for Greensand Country, a distinctive landscape area consisting of the Greensand Ridge and associated river valleys, located principally in Central Bedfordshire (see map on page5).

We are thrilled to have funding from the National Lottery Heritage Fund to run our programme of exciting projects which will help us raise awareness of the heritage value of this landscape and to reverse the gradual decline in the distinct landscape character.

We have also had the exciting opportunity to create and deliver a destination brand for the Greensand Country.

Greensand Country is located in a relatively densely populated area of central England, with around one million people living within 20km of the area. Our research shows that not many people know about the Greensand Country and the area is not well promoted. It is too 'secret' and people do not have a strong sense of place. Yet there is a strong landscape character and compelling heritage, with some major threats but distinct opportunities. If we want people to cherish this landscape and protect it for the future, we need to engage them in the spirit of this beautiful space and its rich natural and cultural heritage.

What is the Greensand Country Landscape Partnership?

'Greensand Country' is an area of distinctive, beautiful and loved countryside, based on a band of higher ground stretching from Leighton Buzzard to Gamlingay, rising out of the surrounding clay vales. It contains all of Bedfordshire's remaining heathland, more than half of its woodland, and more surviving historic parkland than any other landscape in the country, often surrounding notable manor houses. This landscape character is a legacy of its underlying Greensand geology, which led to much of it being regarded as 'marginal land' not suitable for agriculture, as well as its management over centuries by major estates.

However, the area's distinctiveness has been weakening over decades due to modern development and the changing economics of land use. Key habitats are becoming fragmented and unsustainable in the longer term; views both of and from the area are being lost or impaired; houses are being built of the wrong vernacular; and traditional heritage skills are dying out. Just as significantly, there is a low level of awareness locally of the significance of the area's landscape value and heritage.

The Greensand Country Landscape Partnership has been formed by bringing together a



diverse range of local bodies, to raise awareness of the heritage value of this landscape and to reverse the gradual decline in its distinctiveness.

Our vision is for the Greensand Country to be a living and working landscape that is cherished by present and future generations.

By 2021 we will have reversed the gradual decline in the area's landscape character, and created a strong, community led partnership and strategic framework to promote the area's interests and secure the necessary long-term financial and community investment to sustain the area's distinctive natural and built heritage.

Outline terms and conditions

1. *Employer:* Bedfordshire Rural Communities Charity
2. *Period:* 6 month fixed term contract.
3. *Working hours:* 3 days a week (21 hours a week).
4. *Place of work:* As this project is jointly hosted your place of work will be at BRCC's offices at Cardington, Bedford, but we are happy to explore flexible working requirements. *Salary:* £22,183 pa pro rata (For full-time equivalent – SCP12) based on a 35 hour week.
5. *Expenses:* Mileage is paid at 45p/mile for car users
6. *Holidays:* (25 days for FTE) holiday per annum, and 56 hours (8 days) bank / Public holidays pro rata. Total FTE 231 hours (33 days) leave including all bank holidays.

To apply

Please send:

1. A CV detailing your knowledge, skills and experience fit the role as described in the person specification and job description.
2. A supporting statement which describes:



- a. The experience and knowledge you have which would enable you to carry out the role as described in the job description.
 - b. How you fit with the selection criteria as set out in the person specification.
 - c. Why you would like this role.
3. The monitoring form

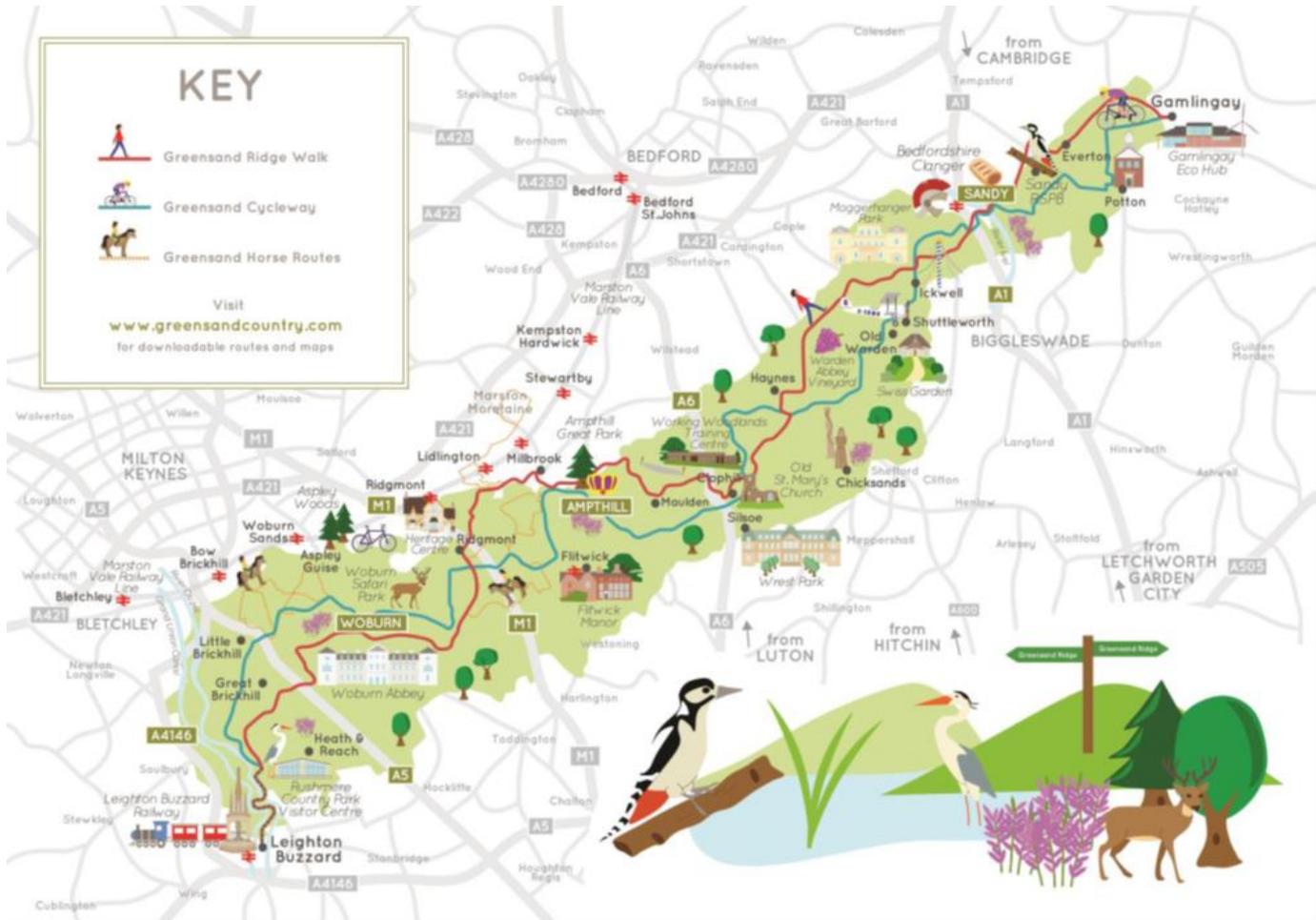
Please e mail these to Claire Poulton at claire@greensandcountry.com.

More information about the Greensand Country and the Greensand Country Landscape Partnership including our Landscape Conservation Action Plan can be found on www.greensandcountry.com

The application deadline is 9am on the 12th April 2021. Shortlisted candidates will be invited to an interview on 20th April 2021.

For an informal chat about the post, please contact Claire on 07534484971.





Job Description

Job Purpose	Finance and Project Support Officer
Accountable to	Greensand Country Landscape Partnership Programme Manager Claire Poulton
Reporting to	Janice Janes BRCC Finance Director Claire Poulton Greensand Country Landscape Partnership Programme Manager
Staff to be Directly Managed	None.

Principal Accountabilities

Area of responsibility	Tasks
Financial Management	Be responsible for Project Drawdown and work with the Project Managers to ensure they fully spend their budget.
	Monitor Cash Flow and ensure income from the National Lottery equals programme spend.
	Monitor the Greensand Country Landscape Partnership claim sheets and the National Lottery Heritage Fund portal and highlight any claim discrepancies.



	Monitor Project Yield to ensure cash flow is positive and highlight risk and when particular financial targets are reached particularly match funding.
	Monitor match funding.
Project drawdown	Assist the Programme Support Officer with the NLHF cash allocations within 15 days of receipt of the monies from NLHF.
Project Tracking	Maintain the Financial Change Control Log.
	Track the financial spend and recalculate the total Project cost based on the invoices submitted and the percentage match funding and therefore National Lottery Heritage Fund spend.
	Track the amount claimed by a project and how much the final payment should be.
	Determine when the retention can be paid to a project.
	Regular liaison and provision of information to Project Managers, Programme Support Officer, Programme Manager and BRCC Finance Director.
Financial reporting.	Provision of quarterly updates in a timely manner to enable accurate quarterly financial reporting to the Exec / Board.



Support Programme Manager	Assist with monitoring, evaluation and project promotion. Assist GSCLP colleagues in monitoring and evaluating the GSCLP scheme as a whole and its individual projects.
	Ensure Project Manager quarterly reports are submitted on time.
	Input data into programme databases as required.
	Assist in communications with all partners involved in the delivery of the Greensand Country Landscape Partnership scheme, as well as dealing with enquiries from members of the public.
	Undertake administrative duties as needed to support the Programme Manager.
	Organise and support Greensand Country LP related meetings involving organising programmes, booking venues, sending out papers, producing reports, briefings and promotional material for the Board and taking and producing agendas and minutes.
Communications; promotion of brand and management of events	Help to organise and support events.



Project Management and facilitation	Develop and maintain close working relationships with funders, partners, land managers, statutory bodies, voluntary agencies and community representatives involved in the development and delivery of the GSC, so they are informed of progress and achievements and help organize an end of programme conference.
Work as part of a supportive Greensand Country Landscape Partnership team and assist and work collaboratively with other members to take forward the aims and objectives of the Scheme.	

Other Responsibilities

The post holder will also be expected to:

- Attend such training as may be required.
- Attend meetings and other events as necessary.
- Keep up to date on issues through reading and research.



Person Specification

	Attributes	Essential (E)/ Desirable (D)
Education	'A' levels; Bachelor's degree; HNC; HND NVQ level 4 [or proven equivalent work experience].	E
Knowledge and Experience	Experience of financial management and project tracking.	E
	Experience of Project Management.	E
	Experience of delivering communication projects.	D
	Experience of partnership working.	D
	Experience of working with stakeholders.	E
	Experience of working within countryside management or heritage or a community engagement setting or similar.	D
	Experience of evaluation.	D
Skills and Aptitudes	Ability to produce and maintain spread sheets.	E
	Able to monitor financial spend.	E
	Financial management.	E



	Excellent written and verbal skills, with an ability to enthuse and engage people.	E
	Great organizational skills.	E
	Ability to manage others from a variety of backgrounds.	E
	Ability to take your own initiative.	E
	A high level of accuracy and attention to detail, proof-reading and collating information.	E
	Excellent interpersonal skills and the ability to contribute within team and public environments.	E
	Excellent communication skills with an ability to use tact, diplomacy and a high degree of relationship management.	E
	Proficient user of technology and its application, including Microsoft Office suite of software.	E
	Ability to manage own time and prioritise workload.	E
	Flexible approach with a willingness to work outside normal hours on occasions (e.g. evenings and weekends).	E
	Ability to travel independently including use of own car insured for business use.	E



