



Title: Head of Finance
Reports to: CEO
Staff Reporting: Bookkeeper
Finance Officer
Finance Manager
Working Hours: Full Time (35 hours)
Location: Gillingham Office (Moving to Tisbury July/August 2025)
Date: June 2025

Overview

The Head of Finance has overall responsibility for all aspects of Tusk's finances. The Head of Finance reports directly to the CEO (and works closely with the COO), and quarterly to the Board of Trustees. The Head of Finance has line management responsibility for the finance team, and is a member of the Senior Leadership Team (SLT) and the Senior Management Team (SMT).

Duties & Responsibilities

- Leadership of a small and dedicated finance team to deliver on all aspects of the finance function, including coaching to promote individual skills and career development.
- Monthly creation and communication of management accounts, with particular focus on updating the year end projection.
- Creating the annual budget and monthly revised forecasts.
- Prepare the quarterly finance report for presentation to the board of trustees.
- Prepare the annual Consolidated Reports & Financial Statements in accordance with the Charities SORP and the Companies Act.
- Prepare for, and be main point of contact for, the annual external audit.
- Co-ordinating meetings of the Finance & Audit Committee and the Investment Committee, including preparing all relevant papers.
- Ensure all financial information is well documented within the department, that suitable controls are in place and all records are accurate and up to date.
- Ensuring all statutory requirements are met, including those for HMRC, the Charity Commission, Companies House, the Pensions Regulator and others.
- Cash flow and treasury management, including issuing of multi-currency grants across Africa.
- Advising the Chief Conservation Officer and SLT of the funds available for the annual grant giving meeting.

- Maintaining close communication with project partners to support them with channelling donations, assisting their donors with gift aid or cross-border giving and advising with regard to grant applications or reports.
- Conducting regular due diligence checks of project partners and a risk-based approach to auditing of grants.
- Working alongside the programme team, based in Kenya, to manage the grant giving stages through applications, review, awards and reporting.
- Supporting the fundraising team and donors with advice on making tax efficient cross-border donations.
- Lead contact and account manager with Tusk's auditors, investment managers, bankers and US restricted fund managers (CAF America).
- Managing the monthly payroll, pensions scheme, staff life insurance and health insurances.
- Protect the integrity of the charity's funds, applying any restrictions when required and ensuring a visible and accurate audit trail is available.
- Budgetary oversight of the Ranger Welfare & Standards initiative (RWSI).
- Financial management of the Wildlife Ranger Challenge (WRC) including supporting participating Protected Areas, advising donors and collating all final figures for WRC grant applications per Protected Area.
- Advising on charity VAT legislation as it applies to Tusk, in particular around events, and submitting VAT returns to HMRC.
- Work with the Fundraising team to create event and campaign budgets and track actual income and expenditure against them.
- Advise on gift aid rules and ensure that all eligible gift aid is captured and complete.
- Maintain the accounting software and advise/manage system improvements or changes.

General

- The nature of the charity demands that this role be flexible to assist generally with all aspects of the work carried out at Tusk and is not limited to the duties listed above.
- Uphold the reputation and integrity of the charity.
- Ensure that correct health and safety standards are observed when carrying out the above duties, applying risk assessments when appropriate, and acting accordingly.
- Work within the approved financial authorities.

EXPERIENCE AND SKILLS

Essential:

- Minimum of 5 years post qualification experience with a recognised accounting qualification
- Excellent knowledge on all aspects of statutory accounts reporting, management accounts and reporting at a senior level
- Experience of the preparation of Statutory accounts and annual audits
- Strong analytical skills
- Ability to communicate and present financial matters effectively to staff and Trustees
- Confident to ensure all financial controls are met and the integrity of the Charity is protected

Desirable:

- Experience of working for charities, with knowledge of the Charities Commission's requirements and charity's taxation obligations
- Previous experience of Sage accounting

Terms & Conditions

Location:	This role will be based in Tusk's new office in Tisbury , Wiltshire. There will be the option for some working from home. Some UK travel, including to London, as well as occasional evening and weekend events, will be required.
Working Hours:	<p>This is a full-time role and candidates must be able to work five days a week (Mon-Fri). We will also consider applications for a part-time role at 4-days per week.</p> <p>Tusk's working day is 8 hours long with 1 hour for lunch. Core working hours are 10:00 to 15:30. The other 2.5 hours will be allocated between the start and end of the day.</p>
Remuneration:	Annual salary upwards of £65,000 (negotiable) according to experience.
Holidays:	25 days per annum.
Other benefits:	Tusk provides access to a stakeholder pension scheme, private medical healthcare and death in service cover