



Environmental
Funders Network

Head of Finance & Operations

4 days a week (flexible working considered for the right candidate)

Working from home, UK based

Annual salary: £60,000 pro rata

ABOUT US

The Environmental Funders Network (EFN)'s vision is an effective, flourishing ecosystem of environmental philanthropy that is supporting people and the planet to thrive together. Our mission is to cultivate knowledge and relationships that enable environmental philanthropy to step up its impact in response to the climate and nature emergency.

We provide tailored support across the funding community to strengthen their work – whether that's within our membership network for funders and advisors, or in our forum for fundraisers. We share knowledge, expertise and research; foster connections; and work to motivate and support those not yet funding environmental causes to give. Further information can be found in our [2025 Annual Report](#) and our [2025 Strategy](#).

EFN works as a remote staff team across the UK, engaging with funders based in England, Wales and Scotland. Those funders are active in supporting a wide range of environmental organisations and initiatives both in the UK and around the globe. The organisation has over 1,000 funder participants and 1,800 participants in our fundraiser forum.

HOW WE WORK

We are a fully remote team and pride ourselves on maintaining a culture of kindness, trust, inclusion and mutual respect. We are mindful of work-life balance and offer flexible working patterns wherever possible, including around childcare, health needs, and other responsibilities. We support asynchronous working with a small number of fixed meeting times to ensure strong collaboration and alignment. Occasional in-person attendance is expected for key meetings and events – we aim to accommodate individual circumstances and balance this with in-person working.

JOB SPECIFICATION

The breadth of EFN's work has expanded significantly over the past 3-years and the team has grown to support that. As a remote working organisation, our infrastructure not only supports our financial and operational processes, but also enables team members to work effectively together, communicate with ease and navigate resources and databases smoothly.

This role recognises the importance of operational leadership for the success of the organisation. Working closely with EFN's Executive Director (ED), the rest of the SLT and the Board of Trustees, you will lead on continuous improvement of financial, operational and HR processes to ensure the organisational effectiveness required to deliver our strategic objectives working on a wide range of activities. This will include working closely with the team to ensure that processes and ways of working support our remote working structure, as well as staff development and well-being. Reporting directly to the ED, you will form a key part of the Senior Leadership team, and deputise for the ED from time to time, both on team leadership and external engagement. You will also coordinate on all things related to governance and oversee organisational policies and practices, as well as risk management.

Your key responsibilities for this role include:

Leadership

- Support the ED in wider organisational leadership, acting as a sounding board and providing strategic insight and thinking on organisational and team development.
- Lead organisational systems development – Oversee the design, improvement and integration of organisational systems (HR, IT, operational, governance).
- Drive cross-team process optimisation – Identify inefficiencies, propose solutions, and implement improvements that strengthen collaboration across a remote, part-time team.
- Lead the coordination and delivery of EFN's organisational workplan, working closely with the ED to translate strategic priorities into clear, sequenced and achievable activities across the team; ensure alignment of workstreams, monitor progress and risks, and provide concise reporting that supports effective organisational decision-making.

Finance & Governance

- Day-to-day management of EFN's financial operations, administration, monitoring and governance, including ensuring the effectiveness of financial controls and the timely provision of management information and management accounts
- Provide leadership on all finance-related issues and improve financial literacy across the organisation. Work to improve the format, use and impact of financial reporting within the organisation, to include analysis to support EFN's activities, working closely with the EFN team
- Lead on financial planning, including the annual budgeting process and cash flow forecasting, working closely with the Chair of the Finance & General Purposes (F&GP) Committee and ED; support with financial modelling for new projects/programmes and funding bids
- Lead the production of annual statutory accounts for the charity and manage the financial audit process and compliance requirements
- Work closely with the ED on projecting fundraising needs and developing an appropriate strategy to meet the needs. Track restricted, designated and unrestricted funds and ensure proper allocation, as well as ensuring donor reporting requirements are met
- Support the Executive Director in developing papers for Board and F&GP Committee meetings, attend meetings and produce effective minutes.
- Strengthen governance practice – Work with the ED and Trustees to embed strong governance behaviours, improve board reporting, and ensure effective oversight of risk, compliance and organisational performance.

Operations & Projects

- Oversee the implementation and monitoring of effective organisational policies, procedures and record-keeping
- Ensure legal and operational compliance - including data protection, cyber security, insurance, risk assessments, health & safety, and all regulatory reporting - in accordance with the Charity Commission in England & Wales and OSCR in Scotland

- Ensure our CRM and digital systems remain up-to-date and continue to develop alongside the activities of the organisation, supporting analysis of outcomes and impact as well as complying with GDPR and data security
- Ensure EFN's contracts, tenders and supplier relationships meet organisational standards, represent value for money, and minimise risk.
- Help improve digital processes, ensure we use tools and software (Slack, Google Workspace, etc.) effectively across the team
- Champion digital transformation – Lead EFN's approach to digital tools, automation and AI adoption, ensuring alignment with organisational strategy, data protection and staff capability.
- Oversee risk management of the organisation, recommending mitigation strategies and updating the risk register. Ensure robust risk management systems, disaster recovery and business continuity plans are in place
- Help improve collaboration and project management processes that enable our remote team with part-time members to work efficiently, and lead delivery of cross-organisational projects as agreed.

People & HR

- Manage and continuously improve staff systems
- Shape organisational culture by working with the ED and SLT to cultivate a healthy, inclusive and high-performing culture, supporting wellbeing, psychological safety and effective remote working
- Oversee recruitment, contracting and onboarding for permanent staff, freelancers and volunteers
- Support staff development, learning, and wellbeing through mentoring and leading on understanding team training needs, whilst also managing clear HR processes and documentation
- Work with our external HR support provider to ensure compliance with employment law and liaise with our external payroll service

- Lead internal communications – Ensure staff and trustees receive clear, timely and supportive communication on policies, HR processes, organisational changes and expectations.
- Provide line management for our internal and cross-organisational support functions
- Own the organisational policy framework – Lead the development, review and implementation of EFN's policies, ensuring clarity, consistency and compliance across all areas (HR, data protection, operations, governance).

ABOUT YOU

We are looking for an experienced finance and operations professional who would enjoy the opportunity to work in a senior and strategic leadership role, working in support of our ED and wider team.

Essential:

- Qualified (ACA/ACCA/CIMA/AAT) accountant with at least 7 years' experience in financial and operations management, preferably in the charity sector
- Experience of managing IT, risk, data protection, HR and health and safety
- Skilled in use of spreadsheets, accounting software (we use Xero), and CRM systems (we use Salesforce)
- Understanding of organisational systems (e.g. HR, IT, legal, ops) in small teams
- Highly organised, self-directed, and detail-oriented
- Experience of managing teams, including mentoring and staff development
- A strategic thinker with proven project management experience
- Strong interpersonal skills and a collaborative working style
- Comfortable working in a hybrid environment with remote staff
- Strong governance literacy with the ability to work confidently with trustees, produce board-ready papers, and support governance processes including risk management and compliance

Desirable:

- Familiarity with UK charity governance and reporting requirements
- Familiarity with the world of philanthropy, funding and fundraising
- Comfortable with representing the organisation externally, including at networking events and/or conferences
- Creative and thoughtful about future changes in direction, in the context of a fast-moving external environment
- Interest in the environment with a passion for improving the planet for future generations
- Experience coordinating cross-organisational workplans with the proven ability to translate strategic direction into actionable workstreams and monitor delivery across a small team
- Experience in remote-team culture building and understanding of how to support wellbeing, communication and cohesion in distributed teams
- Familiarity with digital transformation in small charities with awareness of how small organisations adopt new tools, automation and AI safely and effectively
- Confidence handling sensitive HR or governance issues

We actively encourage applications from people who may not meet every element of the person specification. What matters most is your passion for the role, your commitment to EFN's mission, and the breadth of experience you can bring from different contexts. If you're excited by the work we do and believe you could contribute meaningfully, we would be very glad to hear from you.

We offer a supportive work environment and the opportunity to make a tangible difference in the world. If you are passionate about the environment and committed to helping us achieve our mission, we strongly encourage you to apply for this position.

If you require any adjustments to the application process or to the role itself (for example due to a disability, neurodivergence, or caring responsibilities), please let us know—we are committed to making this process as accessible and supportive as possible.

TERMS & CONDITIONS

- **Contract:** Permanent contract, 4 days a week, totalling 28 hours worked, with a six-month probationary period (we are open to flexible working arrangements for the right candidate).
- **Salary:** £60,000, pro rata
- **Workplace:** Working from home. Some travel to London will be required, with occasional travel to other parts of the UK
- **Equipment provided:** laptop, IT support, allowance for homeworking etc.
- **Holidays:** 25 days per year plus bank holidays, pro-rata, with additional discretionary closure between Christmas and New Year.
- **Other benefits:**
 - Flexible working options
 - 7% employer contribution to pension
 - Learning and development opportunities

Please note: By the start of any employment with EFN, you must have the right to work in the UK and documentary evidence to support this. EFN is unable to sponsor work visas.