



Save the Rhino International: Operations and Finance Lead Job application pack

1. Brief job details

Role: Operations and Finance Lead

Salary: £40,000-£50,000 commensurate with qualifications and experience

Holiday allowance: 25 days *per annum* plus UK bank holidays

Contract type: Permanent

Probation period: Six months

Hours of work: Team members work a 35-hour week (excluding lunch hours) with some evening and weekend working required

Start date: As soon as possible

Location: Save the Rhino International supports a hybrid work model. For this role, it is anticipated that you will work a minimum of three days a week from our office (Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR). Further flexibility can be discussed with your line manager.

Line Manager: CEO

Application closing date: 23:59 (BST) on Sunday 11 August 2024. We reserve the right to close this vacancy early if we receive sufficient applications for the role.

2. About Save the Rhino International – leading the charge!

At Save the Rhino International we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort. Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination.

Save the Rhino International was established as a UK-registered charity in 1994 and has provided grants of more than £30 million towards rhino conservation. In the financial year ending 31 March 2025, we expect to raise almost £4 million in support of our conservation partners in Africa and Asia.

All Save the Rhino employees benefit from the compulsory workplace pension scheme, which receives contributions from the employer and employee.

3. About the role

The Operations and Finance Lead is a pivotal position in our team and is responsible for the organisational effectiveness of Save the Rhino, reporting directly to the CEO. The role balances strategic oversight and hands-on implementation of our operational plans and financial management. The Operations and Finance Lead also oversees organisational support functions including HR, IT and premises management. The role is supported by the Charity Administrator and works closely across

the team and with external service providers. We are looking for a committed team-player with a close eye for detail and delivery, who enjoys developing and motivating colleagues to achieve our vision.

As we finalise our organisational strategy and planning process for 2024-2029, this role offers an exciting opportunity to help shape our strategic approach to internal systems, policies and processes, as well as to ensure the continued effective delivery of our day-to-day finances and operations. As a key member of the Senior Management Team (SMT), you will work closely with other colleagues and the Board of Trustees to develop and deliver our strategy across the organisation.

You will join a kind, friendly and highly motivated team in our office near London Bridge. While each member of Save the Rhino's team has their own area of responsibility, everyone contributes their skills, expertise and hard work to support their colleagues in delivering results. We are proud to work together to achieve ambitious goals.

4. Key responsibilities

The primary responsibilities of the Operations and Finance Lead are to:

- Lead on finances and financial management, working closely with the CEO, Board and SMT, including annual budget development and management, and monthly and quarterly financial review processes
- Oversee regular financial management and administrative processes including monthly management accounts, annual audit, quarterly VAT returns, cash-flow forecasts, Gift Aid, monthly liaison with external payroll, inputting and reconciling financial transactions into our database (Salesforce) and accounting software (Xero) and acting as a bank signatory
- Lead on operational systems, policies and processes including IT with an external service provider, HR and people management including pensions, safeguarding, health and safety, and premises, including annual risk assessments
- Coordinate and participate in charity governance processes including Trustee Meetings, working closely with the CEO
- Contribute to necessary data and contact management processes, including creating and managing Salesforce contacts, campaigns and opportunities
- Act as a key member of SMT, including participation in the development and delivery of our organisational strategy and operational plan
- Nurture a supportive and inspirational culture, with direct line management of the Charity Administrator and provision of managerial support and guidance across the team

5. Person specification

Essential skills:

- Very strong knowledge and experience of financial management and administration, with proven skills in relevant accounting software such as Xero
- Strong understanding and experience in leading operational functions including HR, IT systems, office and administrative processes
- Knowledge of relevant laws and regulations affecting finance and operations, including health and safety, EDI and conducting risk assessments
- Ability to work independently and accurately with attention to detail, multi-task and meet deadlines. Very strong organisational and problem-solving skills
- Experience in line management, with commitment to supporting and developing employees
- Excellent written and oral communication skills
- Very strong interpersonal skills with experience in working across geographies and cultures

- Collaborative team player, who enjoys working across organisations to drive effectiveness and performance
- Proven high standards of integrity, confidentiality and discretion

Desirable skills:

- Experience in working in the charity sector, including governance knowledge of Charity Commission regulations and SORP
- Experience with data management and relevant software, including Salesforce
- Experience in Safeguarding and PSEAH
- Experience in ESG

Please note: the applicant must be eligible to work in the UK.

6. How to apply

All applications must be received by 23:59 (BST) on Sunday 11 August 2024. We encourage early applications and reserve the right to close this vacancy once we receive sufficient applications for the role. Applications should be sent by email to recruitment@savetherhino.org with "Operations and Finance Lead" in the subject line.

Applicants should submit:

- A maximum two-page cover letter, in PDF format, which sets out why you want this role and how your skills and experience meet the specification set out in this application
- A maximum two-page CV, in PDF format. Please include your contact details on your CV
- Details of two referees (name, address, telephone number, email and nature of relationship). Referees will be contacted only once a conditional job offer has been made and provisionally accepted

Failure to provide the information as specified above could result in immediate disqualification from the application process.

By Friday 16 August 2024, short-listed applicants will be invited for an interview (online), with first-round virtual interviews to be held on Thursday 22 August 2024. It is likely that the top candidates will be invited for a further in-person conversation at our office in London Bridge during the week commencing Tuesday 27 August 2024 before a final decision is made.

If you have not heard from us by 18:00 BST on Friday 16 August 2024, you should assume that you have not been selected for an interview. Please note that, due to pressure on staff time, applicants not shortlisted for interview will not receive a reply. Detailed feedback will be offered to candidates who were interviewed but not offered the post.

Thank you very much for your interest in this important role. We look forward to receiving your application.

7. Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>