



Director of Finance Recruitment Pack

Hours: 30 hours per week

Contract Type: Permanent

Salary: £53,280 (£66,600 FTE)

Location: Hybrid / Home-based



About Us

Buglife is the only charity in Europe dedicated to the conservation of all invertebrates. We are actively working to save our planet's rarest little animals, everything from bees to beetles, worms to woodlice and jumping spiders to jellyfish.

For almost 25 years, we have worked tirelessly to save the small things that run the planet. Invertebrates are vitally important to a healthy planet – humans and other life forms could not survive without them. The food we eat, the fish we catch, the birds we see, the flowers we smell and the hum of life we hear, simply would not exist without bugs. Invertebrates underpin life on earth and without them the world's ecosystems would collapse.

Buglife's mission has never been more important. The results from our Bugs Matter survey show that the number of flying insects sampled on vehicle number plates, across the UK, has fallen by a staggering 63% between 2021 and 2024. The consequences of this have the potential to be far-reaching, not only impacting the health of the natural world, but affecting so many of the essential services that nature provides for us.

Our aim is to halt the extinction of invertebrate species and to achieve sustainable populations of invertebrates.

Our work spans many areas of focus including restoring nature, species recovery, education and awareness raising, campaigning and saving important invertebrate sites from development.

For a small charity, we make a big impact and work across the UK, Europe and internationally. Some of our biggest

achievements to date include:

- Issuing the Bristol Declaration on insect declines, supported by over 80 organisations and high-profile individuals.
- Establishing our award-winning B-Lines initiative which aims to create and restore at least 150,000 hectares of connected wildflower-rich habitats across the UK, with over 500 hectares delivered by our projects alone so far.
- Successfully campaigning to have neonicotinoid pesticides banned across Europe.
- Fine-scale mapping 70 Important Invertebrate Areas across the UK, allowing us to better understand where our most threatened species and assemblages live.
- Establishing 22 river monitoring groups across Scotland and delivering training to over 700 people as part of our Guardians of our Rivers project.

Explore more of our work here:
buglife.org.uk/our-work/

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Saving the small things that run the planet

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Red Mason Bee (*Osmia bicornis*) © Ed Phillips

About You

You are a strategic, values driven finance leader who thrives on shaping sustainable growth and strengthening organisations that do good. You combine extensive financial expertise within the charity sector, with a natural ability to collaborate and a genuine commitment to environmental good.

With a calm hand and clear perspective, you bring clarity to complex financial decisions. You can work across teams with stakeholders at all levels and are as comfortable guiding senior members through investment discussions as you are mentoring your team and guiding managers.

Leading with integrity, you have experience of charity finance and governance,

understanding the balance between ambition and accountability. You believe in using resource wisely, investing for impact and embedding transparency and trust in everything you do.

You are motivated by purpose and want to use your financial leadership skills to contribute to real world impact for communities' and nature. Detail oriented yet strategic, you can step back to see the bigger picture while staying close enough to ensure that systems, processes and teams are working effectively together.



Looking at a Marbled White (*Metanargia galathea*) © Buglife

Job Profile

Overview

Job Title: Director of Finance

Department: Finance

Reports to: Director of Transformation

Location: Hybrid / Home-based

Contract Type: Permanent

Hours: 30 hours per week

Job Purpose

As a key member of the Senior Leadership Team, you will work closely with SLT colleagues and the Board of Trustees to:

- Shape and lead financial strategy to support sustainable organisational growth.
 - Provide clear, strategic advice to the SLT and Board to enable robust decision-making.
 - Ensure long-term financial sustainability through strong governance, risk management, and compliance.
 - Drive innovation in financial systems and processes, supporting digital transformation and data-driven decision making.
 - Develop a high-performing finance team, nurturing leadership capability and building resilience for the future.
- As a member of the Senior Leadership team work in partnership with the Board to deliver Buglife's strategy.
 - Support the Co-leaders and the wider SLT during the Transformation journey that we are about to embark upon.
 - Attend Board meetings and present financial papers with clear recommendations.
 - Support the Board of Trustees in the discharge of their financial responsibilities including maintaining a suitable level of charity reserves.
 - Support the effective operation of Finance working group.
 - Contribute to wider board discussions.

Budget Setting

- Coordinate the annual budget setting process in collaboration with the Senior Leadership Team.
- Prepare a three-year rolling budget for the organisation which reflects our ambitious business strategy whilst ensuring that the budget is realistic and affordable.

Key Responsibilities

Strategic Leadership

- Lead strategic financial management planning and control in collaboration with SLT and the Board of Trustees.



Evarcha falcata © Darren Bradley

Job Profile

Key Responsibilities

Managing Finance

- Maintaining an overview of the charity's finances.
- Implementing and integrating finance systems and processes to make sure we remain efficient and up to date.
- Ensuring that the charity is compliant with all relevant finance, taxation and accounting legislation, guidelines and best practice.
- Ensuring that the charity has sufficient financial resources to meet its obligations and adhere to its reserves policy.
- Taking all reasonable steps to minimise the risk to charity from fraud and financial mismanagement.
- Ensuring that all expenditure and commencement of work is legitimate and properly authorised.
- Managing the charity's bank accounts and, with reference to the Co-Leaders ensuring that financial resources are invested according to the charity's policies.
- Liaising with managers and Buglife's accountants to ensure that salary payments are correct and timely.
- Have knowledge and understanding of charity trading arms and the VAT and other considerations of its ongoing operation.
- Ensuring that proper financial prudence is exercised by staff, contractors and others connected with the charity.

Monitoring Finances

- Ensuring that accounts and records of income, expenditure and budgets are

based on accurate information, enabling their maintenance to a recognised accounting protocol and subjected to audit and compliant with the requirements of funders and regulators.

- Overseeing financial management of projects in collaboration with the Projects Manager/s, maintaining accounts and budgets for projects, or ensuring that these are maintained by others to common standards and formats and there is clarity about project income and expenditure budgets.
- Monitoring actual project income and expenditure against forecast and identifying any potential issues early on.
- Maintaining and developing the full cost recovery processes.

Reporting Finances

- Liaising with the Treasurer to produce accurate and timely Annual Accounts and coordinating the successful independent auditing of the accounts.
- Keeping the Senior Leadership Team informed of significant financial issues and developments both internally and externally.
- Ensuring that up-to-date, sufficiently detailed management accounts and financial metrics measures are presented to the Senior Leadership Team and the Board of Trustees.
- Innovating new ways of presenting finances to stakeholders.
- Presenting finance and funding updates regarding Buglife projects as required.
- Submitting accounts, reports and other information to the Charities Commission, OSCR, Companies House, ENTRUST and other regulators, on time.

Job Profile

Key Responsibilities

Communications

- Able to communicate financial information effectively to a variety of internal audiences e.g. contractors, suppliers, agents, auditors, and accountants,
- Finance staff and other, particularly member and partner, organisations.
- Relevant regulatory and professional bodies, e.g. Charity Commission, OSCR, Companies House, ENTRUST.

People Management

- Line management responsibility for Finance Team providing coaching, supervision and development support whilst being a supportive and empowering leader.

Decision Making

- High level organisation wide decision making.

Main Interfaces

- Staff at all levels across the organisation
- Board of Trustees
- Peers in other organisations
- Contractors
- Auditors

Dimensions

- Lead the Finance Department, managing three direct reports and providing strategic direction and support to the wider organisation.
- Oversee the organisational and departmental budgets, ensuring financial resources are aligned with Buglife's strategic objectives.
- Co-sign expenses, payments and authorisations in line with policy.
- Act as a director for Buglife's trading arm, ensuring appropriate governance and record-keeping.
- Provide strategic financial planning and control, guiding long-term sustainability and supporting the organisation's transformation and growth.



Dung beetles © Jose Ramon Polo

Person Specification

Qualifications/Skills/Knowledge/Experience

Essential

- Senior leadership experience managing organisational finances, budget processes, and producing annual accounts.
- Proven track record of shaping financial strategy in a growing or complex organisation.
- Professional accountancy qualification (ACCA/CIMA/ACA or equivalent) or equivalent experience.
- Strong knowledge of financial management, accounting best practice, legal requirements, and charity governance.
- Experience leading and developing a finance team.
- Ability to work autonomously, managing a complex workload whilst prioritising effectively under pressure.
- Discretion and trustworthiness when handling sensitive information and critical operational functions.

Highly Desirable

- Experience in the charity, public, or mission-led sector.
- Ability to devise and implement innovative systems and processes, driving digital transformation.
- Expertise in budget setting and monitoring, project planning, and operational management practices.
- Strong collaboration and team-working abilities across all levels of an organisation.

Desirable

- Experience with bank account operations and investment platforms.
- Knowledge of charity fundraising, project management, SORP, and ethical investment principles.
- Interest in conservation issues in the UK and globally.



Applying for the role

Recruitment process

At Buglife, we are committed to fostering a diverse and inclusive workforce. We encourage applications from individuals of all backgrounds, especially those underrepresented in the charity and conservation sectors.

Our recruitment focuses on skills, qualifications, and experience, ensuring equal opportunity for all. We also welcome discussions about flexible working and support those returning to employment after a career break.

Your application will be reviewed by the hiring team for the role.

Key Dates

Applications for this role will close on 2 November 2025.

Due to the volume of applications we receive, we may close this vacancy early. It is therefore advisable to apply as early as possible if you would like to be considered for this role.

Interviews will be held 10 November 2025.

If you have any questions, or need further information please contact:

recruitment@buglife.org.uk.

[Please submit your application here.](#)



Green Drake Mayfly (*Ephemera danica*) © Amy Crawford

Buglife Benefits

At Buglife, we believe in valuing people—recognising that our greatest asset is the passion, integrity, and empathy our team brings to the mission every day. We've built a culture that's relaxed and friendly, where people genuinely care about invertebrates and each other. We trust our staff to manage their own time and work in ways that suit them best, whether that's flexible start and finish times, compressed hours (such as a 9-day fortnight), or working remotely, in the field, or from one of our offices across the UK. We provide all the tools and equipment you need to do your job well, wherever you're based.

Beyond the practicalities, we offer enhanced and generous sick pay because we know that looking after our people means looking after their wellbeing when they need it most.

Our benefits package reflects our commitment to supporting a healthy work-life balance and enabling you to do your best work for invertebrates.

Annual Leave: 23 days rising to 28 after three years' service, plus bank holidays and paid business closure between Christmas and New Year (pro rata for part-time roles).

Wellbeing Wednesdays: A half-day of additional leave on the last Wednesday of each month to focus on wellbeing — whether that means getting outdoors, relaxing, or simply catching your breath.

Employee Assistance Programme: 24-hour access for you and your immediate family to confidential telephone counselling and our wellbeing app, Thrive.

Pension: Up to 8% employer pension

Learning and Development: Comprehensive training package for all staff

Electric Car Scheme: Salary sacrifice scheme for leasing electric cars in a tax-efficient manner

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Whatever role you want to apply for, whether it be fundraising, finance, or conservation, you will be contributing to saving the natural world.

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Common Blue (*Polyommatus icarus*) © Claire Pumfrey



Director of Finance Recruitment Pack

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If you have any queries please contact:

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Find us on:

