

Cotswolds National Landscape



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National
Landscape**

Finance and Programme Manager August 2025

Job Description

Job Title:	Finance and Programme Manager
Salary:	Grade SO2 £38,560 per annum.
Hours:	Full-time equivalent (37 hours), permanent. Part-time hours considered.
Location:	The head office in Marsden Manor Farm, Rendcomb, Gloucestershire <i>NB – some remote working is permitted</i>
Reporting to:	Head of Finance

Introduction to the Cotswolds National Landscape

The Cotswolds National Landscape is the operating name for the Cotswolds Conservation Board, an independent organisation comprising 37 Board members nominated by the local authorities, parish councils and the Secretary of State, Defra. A small team are employed, based at offices in Gloucestershire, and supported by an extensive voluntary warden network. Funding for the Board's main budgets is provided through contributions from local authorities and Defra.

The Cotswolds National Landscape is a designated Area of Outstanding Natural Beauty (AONB) and it is the largest of 38 AONBs in England and Wales, covering 790 sq. miles (2038 sq. kms). It was originally designated in 1966 and then extended in area in 1990.

The organisation has two purposes:

- to conserve and enhance the natural beauty of the AONB
- to increase the understanding and enjoyment of the special qualities of the AONB

In fulfilling these purposes, the Board seeks to foster the social and economic well-being of people living in the AONB.

Overall purpose of the role

The size and ambition of the organisation has significantly grown in recent years, this role has been created to help provide vital finance management and programme management to the multi-disciplined team. An early priority for the role will be to provide programme management to the Farming in Protected Landscapes (FiPL) in addition to the finance responsibilities.

Finance management (60%)

1. Grant Claims and Processes – lead the collation and submission of the organisation’s grant claims:
 - Defra (main ‘core’ grant and other projects and programmes as required);
 - Local authorities (annual contributions);
 - Natural England (Cotswold Way National Trail);
 - Other external grants (e.g. trusts and foundations, public and private sector funders).
2. Finance Management:
 - Take ownership for internal and external audit process (Smaller Authorities Audit), including leading new internal audit tender process;
 - Coordinate annual budgeting and in-year reforecasting process, including maintaining budget and reforecast in Xero;
 - Prepare the Finance and Governance Committee papers (quarterly);
 - Prepare cash flow forecasts and reconciliations of balance sheet items;
 - Lead the year-end process, including preparation of Annual Statement of Accounts.
3. Other duties:
 - Line management of one finance person;
 - Proactively assist with any other finance related ad-hoc projects and carry out any other duties as may be required, consistent with the principal responsibilities of the post.

Programme management (40%)

1. To ensure the smooth running of the Farming in Protected Landscapes (FiPL) programme administration. This includes, but not limited to:
 - Manage the financial aspects of the programme ensuring suitable grant agreements are in place, claims are carefully tracked (in case of delays) and processed, budgets including grant commitments are on track, and Defra monthly and year-end reporting requirements are fulfilled;
 - Lead the administration of the programme to maintain and/or develop relevant protocols, processes, templates, information systems/databases, etc. to allow for accurate planning, recording and reporting;
 - Work closely with the Farming in Protected Landscapes Administrative Support, the wider FiPL team and the Local Assessment Panel to ensure all programme deliverables are met.
 - Organising panel meetings, finalising minutes with particular attention to the recommendations and conditions.

2. Leading the co-ordination of project and programme management for externally funded projects e.g. National Grid's Landscape Enhancement Initiative. Including: preparing/running call for projects / providing input to project EOIs, and if successful, providing feedback on project applications and budgets, assessing progress and reporting back on projects, managing grant payments.

Benefits

- Local Government Pension Scheme (LGPS)
- 25 days annual leave plus Bank Holidays
- Hybrid working encouraged with minimum 2 days per week in the offices
- Flexible working arrangements (depending on the role)
- Employee Assistance Programme 24/7, providing positive, preventative and supportive advice and counselling to deal with everyday events and issues
- Life assurance, currently four times your annual salary

These are just a handful of the benefits that you can enjoy when you join us!

Conditions of Service

1. The Conditions of Service of the National Joint Council for Local Government Services.
2. The Local Conditions of Service are contained in a Staff Handbook.
3. The Cotswolds Conservation Board is a member of the Local Government Pension Scheme, administered by Gloucestershire County Council.
4. Normal working week is Monday to Friday.
5. Casual car user allowance payable.
6. The post holder will be required to comply with the Board's policies including Health and Safety
7. The operational base will be one of the organisation's offices.
8. Employees are not permitted to smoke in office premises.

Person specification

Requirements	Essential/ Desirable	Method of Assessment
Qualifications		
Relevant degree, diploma or relevant experience	essential	application/certificates
Relevant professional qualification (CIMA, ACCA, AAT)	essential	application/certificates

Experience

Experience in the production and analysis of detailed management information and financial statements	essential	application/interview
Good working knowledge of Xero or similar accounting software	desirable	application/interview

Skills and abilities

The ability to work as part of the forward-thinking team, and able to remain positive even when under pressure	essential	application/interview
High level of written and oral communication skills, including presentation skills	essential	application/interview
Advanced knowledge of Microsoft Office including Excel and Word	essential	application/interview
The ability to use initiative and apply problem solving skills, as well as work to specific guidelines	essential	application/interview
Ability to work to tight deadlines	essential	application/interview

Personal qualities and attributes

The flexibility to be able to respond to fluctuating workloads and priorities	essential	application/interview
High levels of judgment, tact and discretion	essential	application/interview
Pride in producing accurate and well-presented work	essential	application/interview
Excellent attention to detail	essential	application/interview

Drafted: August 2025