

Chief Financial & Operations Officer – Remote Working

Starting Salary: £63,000 to 65,000 per annum.

Location: Remote from home with some UK and international travel.

Contract: Permanent.

Hours: 37.5 hours per week (full time)

Applications Close: 21:00 UK time, 29th January

First Round Interviews: 3rd to 6th February

We are looking for an ambitious, experienced and passionate Chief Financial & Operations Officer (CFOO) to join The Lifescape Project, leading the evolution, management and delivery of our financial and operational capacities as the organisation grows.

About Us and The Role

We are a small and quickly growing UK-registered charity whose mission is to protect and restore wild, natural landscapes. We use the skills and expertise of our multi-disciplinary team (spanning science, law, economics, technology and culture) to develop projects that pursue this mission.

We use the approach of combining disciplines to design and deliver our work because the biodiversity crisis is driven and impacted by social, economic, legal and other complex factors. It is increasingly recognised that the urgent transformative change needed for a sustainable future on our planet is most effectively achieved through this approach. The Lifescape Project has a unique ability to apply these diverse areas of expertise to our mission whilst maintaining the agility of a smaller organisation in delivering our work.

Working in pursuit of our 2020-2026 strategy, the Lifescape Project has seen rapid growth in its impact, team and revenue since commencing work in 2020. Our annual revenue has increased from £265,000 in FY 2020/2021 to £1.2m in FY 2024/2025, with further growth expected in the current FY. Our team has grown from just one to a team which will number 20 at the time of the successful CFOO candidate joining. This growth to date and planned future growth requires constant evolution of our financial and operational infrastructure and an experienced hand to guide this process, which is the core purpose of the CFOO role we are seeking to appoint.

We are excited to be hiring for this role, which will be transformational for the organisation, allowing us to develop our approach to financial and operational matters and support the continued growth of our team and impact. The role will act as second in command and will deputise for the CEO when absent. We are therefore looking for a highly capable and experienced finance and operations leader with the vision to ensure that we continue to grow in a sustainable, effective and efficient way.

We currently have a full-time manager and officer in our Finance and Operations team (F&O Team), which the CFOO will be joining to oversee, develop and guide all relevant functions. With the small size of the team at this time, the CFOO will be expected to jump into the detail in some areas. In the short term this will include delivering some of the more complex areas of the F&O team's work, such as the audit process, multi-year financial planning and legal compliance, with support from other team members and external advisers as appropriate. If we continue to succeed in delivering our growth strategy, the role will progress over the medium term with increasing team size/supervisory duties

and reducing involvement in immediate implementation. Remuneration would also increase in line with growth and assuming strong performance in the role.

We encourage all applicants to find out more about on the Lifescape Project on [our website](#):

- [Our Team](#)
- [Our Work](#)
- [Our Approach](#)

Job purpose and key responsibilities

Our impact as a charity depends on excellent financial management and the efficient provision of supporting operational structures, policies and ways of working. As the organisation grows and diversifies, we need a dedicated Chief Financial and Operations Officer to lead the management and development of these critical functions in close liaison with the CEO. The CFOO will be second in command to the CEO and a key member of the Management Team.

Your role will include:

1. Strategic Leadership, Planning and Growth

- Support the CEO, Management Team and Trustees with the setting of organisational vision and strategy. Lead the development of financial and operational (F&O) strategy and plans. Monitor progress against goals/KPIs of F&O strategy and plans.
- Identify and lead necessary changes to financial management and operational functions to ensure they are fit for purpose as the organisation grows.
- Contributing to the Lifescape Project being a great place to work and helping to ensure that all team members are aligned to our organisational vision.

2. Financial Management and Oversight

- Lead budgeting and multi-year forecasting processes.
- Oversee management accounting functions delivered by the F&O team, including:
 - Monthly ongoing review of actuals against budget.
 - Quarterly detailed reviews with Management Team and CEO.
 - Detailed tracking of variances including new funding and new costs.
- Lead and deliver accurate financial reporting to CEO, board and regulators, including sitting on the Finance and HR Committee and presenting to the Board of Trustees.

- Overseeing the timely and accurate completion of all day-to-day financial tasks by the F&O team including invoices and purchase orders, payments, payroll, bank account reconciliation, VAT returns and other tasks as needed.
- Lead and deliver the audit process, alongside our external auditors.
- Lead on developing and maintaining: a cash flow forecast, investment strategies and an updated reserves policy.
- Lead on identifying and implementing changes to financial management systems, policies/processes and reports that improve accuracy, efficiency and clarity.
- Lead creation of a funding pipeline tracker and supporting CEO and Management Team with departmental financial planning, fundraising pipeline management, project development and management, and reporting. This will cover diverse sources of funding including foundation and government grants, donations, and trading income.

3. Risk Management and Compliance

- Lead on ensuring legal compliance, e.g. with charity and business law; financial management and reporting; financial controls, fraud and money laundering; data protection and privacy; health and safety; safeguarding; employment; and equality, diversity and inclusion (and any other areas the CFOO or others identify as relevant), seeking legal advice where necessary.
- Oversee procurement and management of insurances.
- Lead on entry into and management of contracts with external parties, ensure compliance with relevant policies and seek legal advice where necessary.
- Lead management of risk registers and development of our approach over time.
- Maintain an oversight of all policies and compliance, including auditing application and learning from outcomes. Ensuring that policies are embedded into operational activity and that our approach is proportionate to the size and scope of the charity.

4. Operational Infrastructure

- Lead HR functions, e.g. policies/processes, HR management and recruitment.
- Lead the development and delivery of our Equity, Diversity and Inclusion (EDI) approach, ensuring clear objectives, effective implementation, and ongoing measurement of progress across the organisation.
- Ensure the development of the whole Lifescape team, putting in place appropriate training opportunities, staff support and review processes.
- Oversee management of all IT systems & software, business systems and data security. Lead on digital evolution, upgrades and streamlining of efficiency.

- Lead on developing our approach to procurement and oversee the effective implementation of relevant processes and procedures.
- Oversee organisation and management of staff meetings and retreats.
- Lead all other areas of operational infrastructure, including identifying and implementing improvements to operating procedures, policies, systems, processes and reports.

5. Stakeholder & External Relations

- Build relationships with funders, regulators, and external parties in relation to finance and operations matters.

6. Team Leadership & Development

- Leading, managing, growing and developing the F&O team.
- Providing leadership, guidance, coaching, support and feedback to the F&O team to support their performance and development. Including setting team and individual objectives and monitoring/managing workloads, progress, performance and development.
- Fostering a collaborative and supportive working environment.
- Participating in the Management Team and ensuring the F&O team's integration and seamless interaction with the wider organisation.

This job description is not exhaustive, and you may be required to undertake other relevant tasks. After discussion amongst the CEO, Management Team and Trustees, we concluded that we would exclude some areas from the CFOO role to ensure a clear focus for the successful applicant. These areas included governance, fundraising, and external communications. We are looking for an experienced CFOO who can contribute to and help guide the future division of responsibility within the organisation – we would therefore welcome discussion of these areas with candidates at interview, which if desirable to the successful candidate could yet be included within scope.

Working Relationships

Reports to: You will be line-managed by and work closely with our CEO, liaising regularly with them on the areas within your responsibility and often taking decisions jointly.

Direct Reports: You will have overall line management responsibility of the F&O team, who you will manage and work closely with to fulfil your duties. The F&O team will be your key resource, alongside external advisers, in delivering across the breadth and depth of your responsibilities. Assuming the organisation continues to grow as planned, the successful candidate will be able to plan how this team is developed and grown over time.

Key Stakeholders: Across your areas of responsibility, you will work closely with the Management Team, the Treasurer and the wider Board of Trustees. You will also maintain key external stakeholder relationships including with our auditors, IT service providers, HMRC, insurers and external *pro-bono* legal advisers.

Person specification

You will be passionate about using your financial and operational skills to protect and restore wild landscapes.

Experience and Training:

You will have:

- A relevant UK Accountancy qualification (such as an ACA or ACCA qualification) or equivalent substantial charity accounting and financial management experience (essential).
- A relevant management qualification and/or training (such as a relevant undergraduate or master's degree, or relevant professional certifications) (desirable).
- 5+ years' experience as a Finance Senior Leader of a UK non-profit (essential).
- Experience of leading on aspects of (or all) non-financial operational functions for an organisation (essential).
- 10+ years' cumulative experience in finance and operational roles in the UK non-profit sector (desirable, although private sector experience will also be considered for this criterion).

Competencies and Skills:

You will be able to demonstrate the following competencies:

- Excellent financial management and management accounting, including management of complex restricted and unrestricted charitable funds.
- Precise and responsive multiyear budgeting, forecasting and financial strategy for non-profit organisations.
- Rigorous year-end procedures and reporting.
- Strong understanding of the Charity SORP.
- Ability to analyse and report financial information in an accessible way to CEO, Management Team and the Board of Trustees.
- Ability to lead a team of finance and operations staff working across several disciplines such as finance, HR and IT.
- An understanding of Charity law and other areas of law relevant to charities.
- Proven competency in leading some or all of HR, IT, EDI, safeguarding, data protection, health & safety, and operational systems.
- Ability to lead several complex tasks simultaneously and to prioritise workload to meet deadlines.
- Ability to assimilate complex situations and problem-solve effectively.
- Ability to see the bigger picture, to challenge the status quo and to offer alternative perspectives, to achieve optimal outcomes.

The following competencies would be valuable, but we do not expect the successful candidate to necessarily have pre-existing competencies in all of these areas:

- Familiarity with the impact of VAT and how this is managed across a variety of vatable and non-vatable project work.
- Rigorous risk management.
- Ability to identify and implement suitable new systems and procedures as we look to scale rapidly.

- Knowledge of charity fundraising and grant compliance.
- Management of the implications of charity trading activities across all other areas of responsibility.
- Contract negotiation and management.
- Strong abilities in cash flow forecasting and developing investment strategies.
- Assessment of insurance needs and placement of insurance.

Your career development

In this newly developed role, you'll be in fantastic position to enhance your charity finance and operations leadership experience as the Lifescape Project continues to grow.

If we continue to succeed in executing our growth strategy, your role will grow with the charity, including a growing F&O staff team for which you will be responsible. Remuneration would also increase in line with growth and assuming strong performance in the role.

Training and/or coaching can be discussed with the successful candidate to suit their career development objectives.

You will also gain experience in the growing global nature conservation and restoration sector.

Diversity and Inclusion

Diversity and inclusion are important principles for The Lifescape Project as reflected in [our EDI statement](#) on our website. We want to make a career in nature conservation accessible to everyone and we're striving to create an inclusive team. We welcome all applicants who meet most or all of the essential competencies regardless of their identity or background.

We acknowledge that some candidates may be reluctant to apply for jobs unless they meet all of the job specification criteria. We encourage anyone to apply who can demonstrate the variety of skills and experiences relevant to meeting the requirements of the role, even if you are not confident you can demonstrate each individual requirement.

Location

This position will be remote-working and will involve some UK and international travel. We are a remote-working charity, so you'll need to be comfortable and effective working from home.

The full team meets in person at least three times a year. These are multi-day meetings, usually held in UK and European areas relevant to rewilding. The nature of our work means that we are in very regular contact on Teams etc, ensuring a strong connection across the team.

Applicants who are a resident in the UK or the EU in time zones +/- 3 hours GMT with appropriate UK qualifications and experience will be considered. Salary and benefits will be adjusted according to country of residence based on cost of living and cost of employment.

Salary and benefits

- Full time and permanent position with a **salary of £63,000-65,000 per annum** depending on experience, with salary progression for good performance and in line with organisational growth.

- Forms of flexible working are possible and can be agreed with the successful candidate, as can temporary international remote work outside country of residence.
- Benefits include 36 days of annual leave (28 not including public holidays), 2 volunteering days p.a., expenses paid annual Lifescape retreat and two in person staff meetings per year, full pension, individual remote work and training budgets, and provision of computing equipment.
- We subscribe to a 24/7 unlimited Employee Assistance Programme, so there is always someone for you to talk to if you need support.

Application Process

To apply, please email a cover letter and CV (each a maximum of 2 pages) to sarah.hyslop@lifescapeproject.org by 21:00 UK time, 29th January.

If you would like to talk to someone about the role before you apply, please contact Sarah in the first instance.

Closing Date: The initial closing date for applications is 29th January 2026, however we will be reviewing applications as they come in and reserve our discretion to extend the deadline if necessary.

First Interview: First round interviews are expected to take place virtually on Microsoft Teams between 3rd-6th February.

Second Interview: Second round interviews are expected to take place between 23rd-27th February.

Assessed Task: There will be an assessed task which candidates will be asked to complete, either before the first round or second round interview.

Start Date: The role will commence as soon as possible from 1st April 2026, subject to the successful candidate's availability.