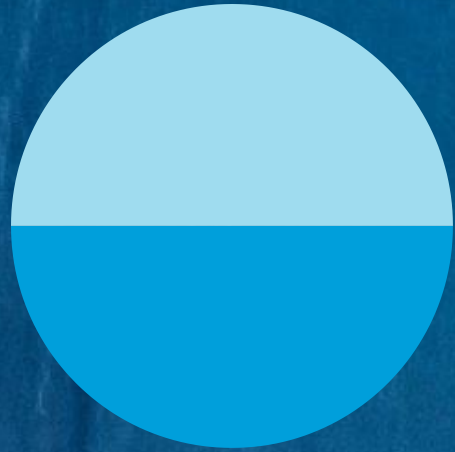




Common Seas

Applicants Pack

Finance & Operations Manager

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Welcome from our Director



Dear prospective candidate,

Thank you for your interest in Common Seas. It comes at a time of incredible opportunity. Our organisation, together with many other voices, is helping drive a global step change in how we come together to tackle the plastic problem. But we're not in safe waters yet. With a proposed doubling of plastic production by 2040, the stakes couldn't be higher.

Since its creation in 2018, Common Seas has worked with partners to design and deliver upstream, scalable solutions that address the source of the plastic problem. Our work is grounded in our team's strong, personal connection to the sea. We share a sincere appreciation of all that our world's ocean provides, from clean air and a regulated climate, to food, livelihoods, health, adventure, and so much more.

Welcome from our Director

Fortunately, thanks to the work of many organisations and individuals around the world, it's not too late to turn the tide on plastic. The UN is currently negotiating the terms of a new Global Treaty on Plastics. If this Treaty fulfils its potential, it could create the same kind of leap forwards generated by the Paris Treaty for carbon accounting. The ongoing negotiations also signify a wider shift in appetite for change, something we've seen strong evidence of across the many governments, businesses, communities and other organisations we connect with.

Common Seas can play a critical role in fulfilling that potential, and every member of our team plays a part in helping us rise to the challenge.

Thank you for your time and interest, and I look forward to welcoming you aboard.

Charlotte Davies
Executive Director

About Common Seas



Common Seas is never far from the ocean.
We see plastic in every part of life on Earth, from the farthest shores to deep inside our bodies.
Working with our partners across government, business and civil society, Common Seas develops and delivers solutions that tackle the source of the plastic problem.
With a combination of tools and technical expertise, Common Seas empowers and supports partners to take action on plastic reduction.

We provide the right people with the right tools to measure and analyse use, evaluate plastic mitigation policies, deliver strategies, and elevate collaboration.
12 million tonnes of plastic is dumped into our oceans each year. Yet 30 percent of the world's most polluting countries still lack essential policies targeting plastic pollution. Common Seas' partnership programme harnesses the collective expertise of communities, governments and business to implement the actions needed.

Job Description

Finance & Operations Manager

Location: Hybrid working in the Exeter office 2-3 days per week. Flexibility considered.

Contract: 0.8 FTE - permanent (Flexible working considered and full-time role possible with additional responsibilities)

Salary: C £45K FTE

This is a hands-on role for an experienced finance professional seeking broad responsibility and the opportunity to grow within a small, purpose-driven organisation. The Finance & Operations Manager will oversee Common Seas' day-to-day financial management and support effective decision-making and operations. Core responsibilities will include production and dissemination of regular management accounts, project budgeting and reporting as required, and managing routine finance and banking procedures.

The postholder will also ensure that finance is embedded alongside other management systems and information, strengthening organisational systems relating to performance reporting, procurement, and compliance. You will support the cost-effective and timely procurement of goods and services and ensure that appropriate processes and records are maintained.

Job Description

Finance & Operations Manager

Location: Hybrid working in the Exeter office 2-3 days per week. Flexibility considered.

Contract: 0.8 FTE - permanent (Flexible working considered and full-time role possible with additional responsibilities)

Salary: C £45K FTE

We are looking for a highly flexible and organised self-starter with excellent attention to detail, collaborating effectively and efficiently with internal teams and external partners. You'll take pride in a well-presented and clearly laid-out spreadsheet but be equally adept at writing compelling and insightful narrative suitable for both internal and external presentation, with the confidence to communicate clear insights.

This is an exciting role with great potential for development and impact. Main areas of responsibility include:

- Management accounts and financial reporting
- Budgeting and forecasting
- Cashflow oversight
- Audit and compliance
- Financial controls and process improvement
- Operational financial analysis and resource management

Job Description

Finance & Operations Manager

Key responsibilities

Finance, including project budgets, reports and analysis, payroll (60 - 70% FTE)

- Work with external accountants/bookkeepers to coordinate production of monthly management accounts and reporting and manage day-to-day finance processes.
- Prepare project finance reports and other ad hoc finance reports and forecasts, e.g. for funders and others, ensuring grant compliance
- Prepare annual budgets and forecasts, and support with funding bids by leading on the development of budgets and costings
- Lead on preparing accounts for statutory reporting and act as the main point of liaison with external auditors
- Ensure effective payroll, developing and supporting relevant HR processes and systems, including freelance staff contracting and invoicing arrangements
- Support with review of contracts, procurement and legal matters (with external advisers)
- Uphold governance systems and manage risk, undertake special projects, complete research and produce reports and recommendations as directed
- Any other duty, as appropriate to the post and as delegated by your line manager.

Job Description

Finance & Operations Manager

Key responsibilities

Performance & compliance reporting systems, other projects (10-20% FTE up to 30 - 40%)

- Support performance reporting systems, e.g. KPIs. ensuring these are aligned with finance reporting
- Develop and oversee systems to ensure compliance with statutory reporting requirements and relevant external and internal frameworks, e.g. procurement
- Maintain an up-to-date knowledge of relevant legislation and guidance, to ensure compliance with legal reporting requirements and drive continuous improvement and optimisations
- Any other duty, as appropriate to the post and as delegated by your line manager.

Job Description

Finance & Operations Manager

Candidate profile

Experience	
Experience producing budgets and management accounts, and managing or advising on day-to-day finance processes	E
Experience of finance management in not-for profits, including grant audits and returns	D
Experience reporting to or working with senior external stakeholders, e.g. board members	D
Highly organised and experienced in project and time management	E
Knowledge and skills	
Familiar with accounting and reporting systems and software (Xero desirable), willingness to embrace and learn new tools	E
Confident with presenting financial information to non-financial audiences and acting as a finance 'business partner'	E
Good understanding of management and reporting including use of KPIs and other metrics	D
Strong IT skills including MS office (and use of databases and AI tools)	E
Understanding of regulatory environment for UK non-profits, and funding	E

Values & Personal Attributes	
Ability to work independently, undertake research and produce clear recommendations and reports	E
Professional communications approach internal and external, and thrives working across organisation with colleagues from all areas	E
Strong analytical skills and solutions-oriented attitude, able to adapt and take on new challenges	E
Alignment to Common Seas mission and experience of environmental or social cause(s)	E
Education & Training	
Qualified or pending qualification in accountancy (ACA / ACCA / or equivalent) - <i>alternative with QBE may be considered</i>	E
Degree in a relevant field	D

(E – Experience D – Desirable)

Benefits

Personal wellbeing is important to our professional success as an organisation, and we want to ensure our benefits package provides something of value for everyone.

- We offer a generous holiday allowance of **27 days plus bank holidays** with a flexible approach to taking your leave.
- You'll be enrolled in our pension scheme, through an approved provider, with a contribution of 3%.
- Comprehensive health insurance is provided for employees on permanent contracts.
- We also provide a hybrid work stipend when you start, to put as you wish towards making your home work environment more comfortable and productive.

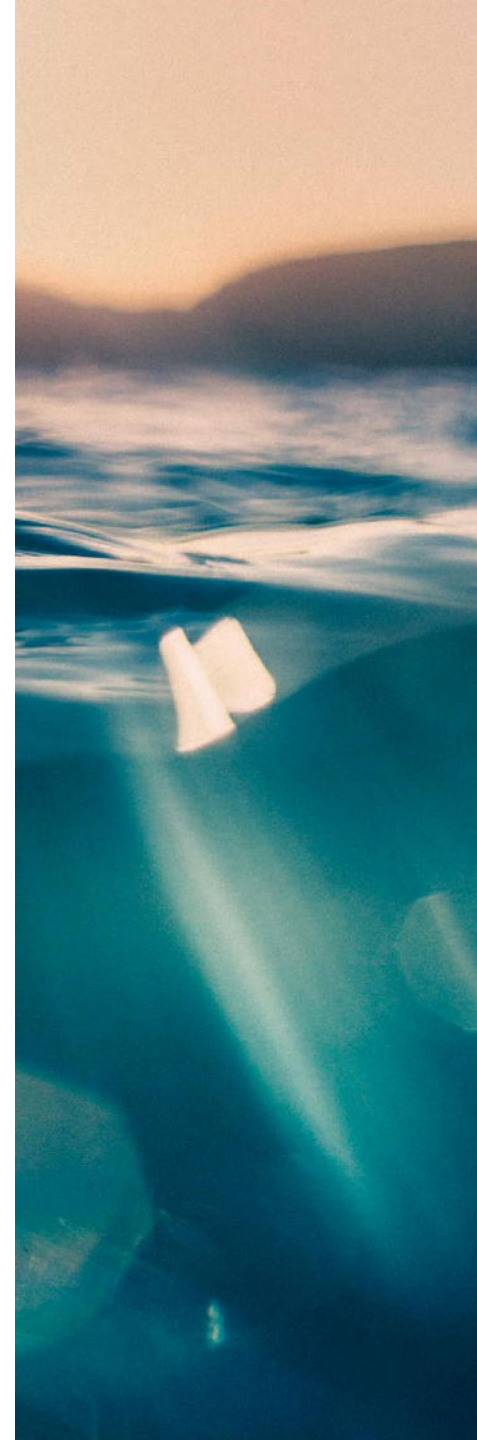


Our values

We value people who are organised, professional, take initiative and are willing to learn. You'll find clear opportunities to progress and take on increased responsibility as you demonstrate your abilities.

Our working culture is:

- **Collaborative....** We value the diversity of experience and learning from others, forging new connections to work together as professionals, with pragmatism, humility and respect.
- **Committed....** We thrive on working hard together to achieve targets and deliver measurable impact through positive, practical solutions.
- **Courageous...** We love to take the initiative, approaching our mission with the courage to take bold action, being optimistic and curious for new approaches in pursuit of ambitious goals.



How to apply

If you think this sounds like the perfect role for you, please send your CV and a covering letter detailing your key experience and suitability and any expectations regarding working patterns and salary to hello@commonseas.com

If you would like to arrange an informal discussion regarding the position before applying, please let us know.

Applications will be considered on a rolling basis as they are received.



Thank you

