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| --- | --- |
| Reports to | Chief Executive Officer |
| Hours of work per week | 21 hours |
| Salary | £41,403 per annum, pro-rata to **£24,842** |
| Working relationships | Depute CEO, managers and staff, board members, Finance Committee, Auditors, payroll and pension services, banks, funders, suppliers |
| Where role can be based | Hybrid – Home/Office (Home based in or near Edinburgh) |

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| **Role Purpose:**  You are responsible for co-ordinating the financial management of the organisation, helping to ensure strong financial governance, robust budgeting, effective financial reporting, and compliance with statutory and regulatory requirements. As a key member of the Senior Management Team, you will help shape the charity’s strategic direction, ensuring financial sustainability and supporting the delivery of its charitable objectives. |

## Main Duties of the role:

## Financial Leadership & Strategy

## Lead financial planning, forecasting, and strategy to support the charity’s goals.

## Provide clear financial guidance to the CEO, SMT, and Trustees.

## Maintain strong financial controls, systems, and procedures.

## Prepare and present timely financial reports to SMT, Trustees, and funders.

## Contribute to strategy development and business planning.

## Financial Management & Compliance

## Lead annual budgeting and ongoing budget monitoring.

## Produce management accounts, cash flow forecasts, and variance reports.

## Support budget holders to build financial awareness and accountability.

## Manage restricted and unrestricted funds to ensure correct allocation and reporting.

## Ensure compliance with accounting standards (FRS 102, Charities SORP), OSCR, and other legal requirements.

## Oversee statutory accounts preparation, audit processes, and relevant financial policies.

## Ensure compliance with VAT, Gift Aid, and related tax matters.

## Operational Finance

## Oversee payroll, pensions, and staff expenses, supported by external providers or admin staff.

## Manage banking, financial transactions, invoicing, and debtor management.

## Act as Company Secretary if required.

## Leadership & Management

## Contribute to charity leadership as part of the SMT, fostering a collaborative and inclusive culture.

## Supervise and support the administration team, including 1:1s and appraisals.

## Lead PVG administration as Lead Signatory/Collator, ensuring compliance.

## Support other operational areas (e.g., risk, HR, IT) as capacity allows.

**General**

* Carry out any other reasonable duties in line with the role.

**Person Specification**

# The postholder will be expected to demonstrate the following range of experience and skills:

# Essential

* Relevant finance qualification, e.g. ACCA, CIMA, ICAS, IFA or qualified by experience.
* Significant experience and strong technical knowledge of charity accounting, budgeting, and financial controls.
* Experience of managing staff.
* Strong IT skills, including proficiency in accounting software (e.g., Xero) and Excel.
* Excellent organisational skills, a flexible approach, and the ability to respond effectively to changing priorities.
* Experience of leading audits and preparing statutory accounts in line with SORP.
* Strategic thinker with a hands-on approach.

**Desirable**

* Experience working in the Scottish third sector.
* Understanding of public sector or grant-funded income streams.
* Experience managing other operational functions (e.g., HR, IT, governance).
* Outstanding interpersonal skills.
* Experience of using self-evaluation frameworks.

**Values and Approach**

* Commitment to the charity’s values and mission.
* Collaborative and supportive leadership style.
* High standards of integrity, confidentiality, and professional conduct.