**Job Description**

**Glasgow’s Golden Generation**

**Operation/ Finance Manager**

**Responsible to:** Chief Executive

**Salary Scale:** £37,000

**Working Hours:** 35 hours per week

**Location:** The Operation / Finance Manager will be based at the Charity’s Head Office in Glasgow.

**Purpose of post:**

To manage and deliver an effective financial service across the charity. To ensure sound and effective financial management and control, including day-to-day financial operations (Sage 50). To work with the Chief Executive, other Managers and Treasurer as required, providing a high standard of professional advice and information. To provide good quality management information, reports, forecasts and budgets for current services and new developments. To manage and control all supplier contracts and liaise with pension and payroll providers. Responsible for the provision of HR services.

**Duties and responsibilities:**

The Operation/ Finance Manager has responsibility for management of all financial aspects of the charity. In particular they have a responsibility for ensuring that these services are of a high professional standard and are compliant with current legislation, policy and best practice. To meet these duties and responsibilities the Operation/ Finance Manager is required to have a flexible working approach.

The Operation/ Finance Manager has a responsibility to work to achieve the vision for elderly people in Glasgow aligned with the stated values and commitment. This includes promoting and implementing GGG’s philosophy of caring.

Responsibilities in relation to financial accounting, management and control:

* ensure maintenance of complete, accurate and up-to-date financial records;
* liaise with payroll/ pension providers effectively and efficiently;
* maintain an overview of pension scheme for GGG;
* ensure that invoicing is accurate and well managed;
* monitor the payment of invoices, managing creditors with care and attention;
* ensure that invoicing of fees is accurate and well managed, and there is effective credit control;
* monitor the cash flow and bank balance in GGG, responding to any issues timeously and appropriately;
* implement robust financial controls of all income, expenditure, assets and liabilities and monitor compliance;
* develop the accounting system and recording of financial information to assist monitoring and reporting on the financial situation, including restricted funds, project, cost centres and developments;
* ensure accurate completion of VAT returns;
* ensure completion of Gift Aid returns timeously;
* ensure the timely accurate completion of an end of year processes;
* ensure that the external auditors are provided with all information required for the production of the statutory accounts, working with them to plan deliver the external audit;
* ensure that all income from fundraising is effectively managed and controlled and ensure all restricted funds are appropriately used and accounted for;
* ensure there is an appropriate system for authorising expenditure and that this is consistently adhered to;
* monitor expenditure on credit cards and through bank accounts; and
* work to prevent fraudulent and inappropriate expenditure of charitable funds.

Responsibilities in relation to planning, budgeting and modelling:

* ensure there are regular reviews of all purchasing, procurement and contracts, to deliver best value for the charity;
* complete reviews and prepare budgets with the senior management team for approval by the Board of Trustees;
* ensure that budgets take account of potential variables, fundraising and the business plan;
* ensure that all budgets make best use of available resources and support financial sustainability;
* model and develop budgets for current service development and new services which are realistic and sustainable;

Responsibilities in relation to monitoring, reporting and forecasting:

* design and oversee monitoring systems, ensuring there are robust financial controls throughout the charity;
* monitor performance against budget, and respond to under and overspends timeously and appropriately;
* provide accurate and detailed monthly reports of income, expenditure and forecasts to the senior management team and delegated budget holders;
* produce management information and financial reports for the Board of Trustees;
* make use of different forms of reporting to ensure management and financial reports are accessible to managers and Trustees;
* contribute to the business plan through reporting against agreed aims and objectives, reviewing the plan and setting out financial forecasts;
* deliver finance reports for funders in good time, working effectively with CEO to achieve thi
* ensure compliance with OSCR and Companies Act and any other statutory and regulatory requirements in submission of external audited accounts.

Responsibilities in relation to legislation, policy and procedure include:

* work closely with the Data Base Manager who will review and update all policies and procedures for the management of finance
* ensure there is full compliance with all financial policies and procedures across the charity;
* maintain an up to date knowledge and understanding of legislation, policy and best practice responding to new developments timeously and appropriately;
* provide advice and guidance to employees on financial policy and procedure; and
* working closely with the CEO to ensure that all aspects of fundraised income are managed appropriately, including restricted and unrestricted funds and Gift Aid.

Responsibilities in relation to staffing include:

* the management of staff with finance responsibilities including supervision and appraisal;
* managing any recruitment of staff to the finance and administration team and contributing to the recruitment of other posts;
* contributing to the management of disciplinary, capability, grievance and absence issues.

**Equality and diversity**

The Operation/Finance Manager will promote and monitor equality and diversity policy and practice in all areas of work.

**Other duties**

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.