

## OUR VALUES

### **Welcoming**

Nurturing relationships and kind experiences that enable people to smile and flourish, and be more resilient

### **Fun**

Passionate, non-judgmental and friendly people, with a shared drive to enhance an inclusive community

### **Creative**

Initiating and embracing challenges, innovation, opportunities and new ideas

### **Bold**

Ambitious, aspirational and determined to have a lasting impact

### **Trustworthy**

Open, honest, holistic, professional and transparent – continually improving our effectiveness

Position: Finance Manager  
Responsible to: Chief Executive  
Location: The Broomhouse Centre & Enterprises  
79/89 Broomhouse Crescent, Edinburgh. EH11 3RH  
Salary: £35-£37k  
Hours: 28 hours per week  
Pension: 5% of salary Employer's Contribution

### Summary:

The Finance Manager to be part of our senior management team within The Broomhouse Centre. Reporting to the CEO, this role will provide robust financial management for the charity. The Finance Manager will provide strategic and operational support to the CEO, Trustees and Senior Management Team as well as overseeing the financial systems and processes.

### Core responsibilities:

- Prepare annual statutory accounts (including detailed working papers) and co-ordinate audit process from planning to finalisation including liaison with audit staff.
- Prepare summarised financial information (graphs and charts) for annual report.
- Prepare bimonthly management accounts and summarised board reports
- Prepare bimonthly forecasts for up to 5 years based on performance and projected performance with CEO, and summarised forecasts for board reports
- Attend finance subgroup meetings & board meetings & report on Broomhouse financial position
- Support CEO, Project Managers and other Broomhouse staff with financial queries.
- Support bookkeeper with issues as required.
- Support applications for funding with budgeting information. Liaise with fundraisers as required.
- Advise on finance related policies such as Broomhouse expenses policy, Broomhouse investment policy, Broomhouse reserves policy
- Companies House – update for appointments & resignations of directors and complete annual return
- OSCR – complete OSCR annual return and upload accounts
- HMRC liaison as required
- Bank - Oversee bank accounts. Act as authoriser of transactions particularly payroll and as substitute for CEO as required.
- Keep abreast of changes in financial reporting and laws/regs applicable to the charity sector and share information as applicable
- Prepare financial information for monitoring reports for projects as required.
- Monitor project finances against budget.
- Attend meetings with CEO, fundraisers, project managers as required.
- Prepare annual budget (in liaison with CEO) and collate all project budgets into a single organisational budget.
- Input all financial transactions and budgets on to Quickbooks for ease of monitoring.
- Calculate appropriate recharge of overheads and set up programmed recharge journals on Quickbooks.
- Costing of new policies/initiatives to inform decision making

- Oversight of payroll – review payroll input (prepared by bookkeeper) ahead of submitting to SCVO. Check and authorise salary payments.
- Prepare quarterly VAT returns and submit to HMRC including partial exemption calculation.
- Monitor capital project and spend and prepare capital claims to BLF as required.
- Monitor current funding applications from CRM system.
- To monitor all banking transactions and petty cash systems, with administrative team.
- To liaise with suppliers re invoices, to ensure sufficient security and processing of all transactions.
- Prepare monthly invoices to Lifecare for Broomhouse share of BLF funding for Vintage Vibes project.
- Prepare finance report for VVibes Comic Relief project and share with LifeCare finance staff
- Other relevant duties as directed the Chief Executive

#### Team work

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- To work as part of the wider team to ensure services are delivered effectively, including stakeholders to ensure the organisation's remit is carried out with regard to statutory commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development
- Work to legislative, ethical, policy and procedural requirements, adhering to the Broomhouse Centre policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature
- Use communication systems to good effect including email/pigeonholes/meetings/notice boards
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate

#### Professional Responsibilities

- Ensure that your professional knowledge and your practice in particular meet the highest standard
- Ensure you keep abreast of current research and practice development, bringing up relevant issues
- Understand fully the requirement for confidentiality in all areas of your work

#### Line Management, Support & Supervision:

- To undertake Support & Supervision, and planning meetings with the CEO, reporting in on a weekly basis

<b>PERSON SPECIFICATION</b>	<b>Value of Criteria</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>FINANCE MANAGER</b>		
<b>EXPERIENCE &amp; QUALIFICATIONS</b>		
Substantial relevant and recent experience in financial planning, control and risk management	✓	
Experience of leading and developing a team	✓	
Experience in the charity sector		✓
Experience in project management		✓
Substantial and relevant experience of financial reporting and treasury management	✓	
A relevant professional qualification i.e. ACA, ACCA, CIPFA, CIMA, ICAS	✓	
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>		
Understanding of strategic management, business planning and how these relate to budgets and finance	✓	
Demonstrable understanding of finance legislation and best practice as it applied to The Broomhouse Centre	✓	
Ability to lead and manage employees to achieve exceptional performance	✓	
High level planning and organisational skills	✓	
Understanding of the financial framework of the charity sector and ability to apply this to a range of project work		✓
Good understanding of options appraisal techniques and their application in practice	✓	
Ability to communicate effectively with and influence a wide range of individuals at all levels, both in written and spoken word	✓	
Ability to communicate technical financial ideas and information to non-financial managers and others without the same level of financial knowledge	✓	
Ability to implement and monitor effective systems, policies, strategies and procedures	✓	
High level of competence in IT applications including Accounting packages and MS Word and Excel	✓	
Good understanding of financial modelling techniques and their application in practice	✓	
Ability to develop and maintain good working relationships, including across organisational boundaries	✓	

Demonstrated ability to apply innovative thinking to resolve problems and improve quality in relation to Finance functions and to support and encourage these behaviours in others	✓	
Resilience and ability to manage competing priorities	✓	
<b>VALUES &amp; ATTITUDES</b>		
Ability to demonstrate empathy with the Broomhouse Centre Values	✓	
Commitment to continuous improvement and excellence	✓	
Ability to reflect, proactively seek feedback, and act accordingly	✓	
Remain open and honest	✓	
Take responsibility for your actions and keep your promises	✓	
Show respect and understanding for others	✓	
Demonstrate your commitment to continuing professional development	✓	
<b>OTHER CONSIDERATIONS</b>		
Ability to meet the practical requirements of the post which occasional evening meetings	✓	
Valid current full driving licence		✓