

Job Description

Title	Head of Finance & Operations
Line Manager	Chief Executive Officer
Line Manages	Operations & Service Administrator Finance Administrator
Salary	Band 5: £30,189 - £35,317
Location	Calman Cancer Support Centre, 75 Shelley Road, Gartnavel Complex, Glasgow, G12 0ZE
Contract	Permanent
Hours	35hrs per week
Annual Leave	35 days annual leave, rising by 1 day per year of service to a maximum of 5 additional days.
Pension	Contribution of 3% of salary from the employer and 5% from the employee.

About Cancer Support Scotland:

Cancer Support Scotland first began 40 years ago, in the cosy living room of Sir Kenneth Calman. Now in our home amidst the leafy grounds of Gartnavel Hospital, we've worked hard to make sure things don't feel a whole lot different. The Calman Centre was created as a safe space, helping everyone we support to feel at ease and in control. Where better then, than in a giant living room - where family and friends are welcome and the kettle is always on.

The charity has worked tirelessly in support the original vision of Sir Kenneth Calman through developing key services to support our beneficiaries overcome challenges in their everyday lives – to great success.

Cancer Support Scotland provides emotional and practical support to those affected by Cancer. Offering counselling, complementary therapy, stress management and podiatry through one-to-one and groups based methods.

In the last year Cancer Support Scotland has offered over 6,600 appointments and demand for our services is steadily rising.

The charity has around 20 members of staff and 140 volunteers across Scotland. Our staff are based within the Calman Centre in Glasgow and our volunteers cover Scotland.

The Post:

We are looking for a committed and highly organised individual who will join our team as Head of Finance & Operations. This role will be responsible for ensuring that all financial, reporting and forecasting is carried out to high and professional standard in line with OSCR and statutory regulations for finance. The role will also be responsible for managing our external contracts as well as ensuring our facilities are fit for purpose.

Key Responsibilities:

Leadership Team

- Work closely with the CEO and other members of the Leadership Team
- To build a team that is ambitious, innovative and professional
- To provide positive, resilient, dynamic and flexible leadership
- To demonstrate a strong commitment to collaboration, creativity, accountability for objectives and modelling our values and core competencies
- Be an active participant within the leadership team ensuring forward planning and effective day to day management of the charity including business planning, financial forecasting and strategic decision making
- Working across the charity to develop systems and process that will enhance the organisation
- Strengthen the awareness and perception of Cancer Support Scotland
- Attend Board, Finance & Risk Committee and other Committee meetings, as necessary, which take place out of hours
- Any other relevant duties as may be requires by the CEO

Finance

- To maintain all financial records and accounts
- To manage cash flow and banking arrangements, liaising with financial institutions
- To ensure all financial reporting and forecasting is carried out to a high standard
- Undertake payment of salaries, PAYE and pensions
- Undertake revenue and VAT returns
- Prepare year-end accounts and ensure our audit and inspection approach is robust and appropriate to need
- Prepare monthly financial reports including analysis against budgets for the leadership team and the Finance and Risk Committee
- Lead and oversee appropriate support to the Finance & Risk Committee, working closely with the Chair of said committee and CEO
- Assist in the preparation of annual revenue and capital budgets
- Establish the highest standards for financial controls across the charity to ensure that processes are designed to minimise fraud, accounting records are complete and accurate and that Cancer Support Scotland meets its statutory obligations
- Prepare and deliver relevant financial training for colleagues

Contracts

- To assist with financial aspect of contract negotiations with attention to value of money
- To assist with financial aspects of project proposals
- To assist with the annual insurance renewal

IT

- To ensure the charity's IT and support systems are efficient, effective and appropriate to the need or the organisation
- Manage the relationship with our IT contractor
- Ensure high levels of cyber security are maintained through our cyber essentials audit

Facilities

- To ensure that our facilities meet the needs of the organisation and matters of concern are dealt with in a timely manner
- To maintain effective and comprehensive relationships with emergency contractors
- To ensure the charity complies with relevant health and safety legislation

Personal Specification:

	Essential (E) / Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> • CCAB qualified or similar experience (E) 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience of working in a finance environment (E) • Experience of using online Customer Relationship Management Systems – (E) • Experience of using accounting software (Xero) (E) • Experience of meeting and measuring key performance indicators. (D) • Experience of working effectively in a team and leading on own initiative (E) • Experience of financial book / record keeping (E) • Experience in being able to set clear direction, inspire, coach, motivate and develop a team of experienced and new staff (E) • Experience of Management account and year end accounts preparation (E) • Experience in budgeting (E) • Experience of VAT & Tax returns (D) • Experience of accountancy processes, statutory requirements, and charity regulation (E) • Experience of managing external contractors (D) • Experience of managing facilities (D) 	<ul style="list-style-type: none"> • Application • Interview
Skills	<ul style="list-style-type: none"> • Excellent organisations skills, including ability to manage multiple tasks and projects (E) • Excellent written and communication skills (E) • Ability to work on own initiative and to meet deadlines (E) • Advance user of Excel Package (E) • Ability to problem solve and find creative solutions (E) • Attention to detail and to seek the highest standards (E) 	<ul style="list-style-type: none"> • Application • Interview

Core Competencies:

Cancer Support Scotland staff will work towards the following core competencies:

- Collaborative
- Non-Judgemental
- Ability to adapt
- Achieving Excellence

How to apply:

You can apply with a tailored covering letter and a two page tailored C.V to recruitment@cancersupportscotland.org by 12noon on 24th October 2019 with interviews being held 31st October 2019 in Glasgow.