**Finance Officer**

**Location: Dingwall**

**Job Description and Person Specification**

**Title of Post:** Finance Officer

**Employer:** Highland Community Care Forum **Hours:** Full-time 21 hours over 3 days **Place of work:** The post holder will normally be

office based in Dingwall but due to

Covid-19 may be based from home initially

**Reports to:** Connecting Carers Manager

**Salary:** £28,000 - £30,000 per annum pro rata (placing according to qualifications and experience)

**Duration:** Permanent

# Purpose of the role:

* The post holder will be responsible for all aspects of the management and oversight of Highland Community Care Forum’s (HCCF) finance functionincluding advising the HCCF Board and managers, as well as liaising with external bodies as required.

# Main Tasks: Financial

Responsible for

* Development and implementation of appropriate financial policies and processes for greater economy, efficiency and effectivenessin the management of the financial objectives of HCCF
* Management and operation of all financial systems and procedures
* Maintenance of accurate financial records, both physical and electronic
* Supporting the Board and Managers by budget development and monitoring, monthly management reports, and presentation of accurate and timely financial reports to the HCCF Board
* Monitoring the level and use of restricted funds and advising HCCF staff, CC Manager and Board as appropriate
* Preparation of budgets, forecasts and cash flows
* Preparation of annual financial accounts for submission to auditors
* Liaison with auditors and other external advisers
* Assistance to HCCF staff and managers in preparation of funding bid submissions and subsequent reporting to funders
* Ensuring that adequate levels of insurance are in place at all times
* Oversight of the financial aspects of the building lease
* Liaison with funders as appropriate on financial business

# Other:

* Provision of training to new and existing administrative staff as needed
* Oversight of the financial duties of the support team
* Playing a role in the development of the charity as part of the Senior Team
* Complying with all HCCF policies relevant to this post
* Complying with and contribute to Connecting Carers work on continuous quality improvement
* Participation as required in staff meetings
* Such other duties as maybe required to fulfil the objectives of the role
* Oversight of statutory returns and communications with OSCR and Companies House
* Undertaking non-recurring duties as arise from time to time and occasionally helping to cover other duties as and when requested

# Person Specification:

**Essential skills, knowledge and experience required for this post:**

* + Possessing accounting qualification relevant to the nature of the post
	+ Educated to degree level and/or with equivalent relevant experience
	+ Experience at senior management level
* Experience of accounting and of accounting software
* Self-motivating and work under pressure
* Good communications skills oral and written
* Good IT skills including spreadsheets and word- processing

# Desirable criteria:

* Clear understanding of the needs of Unpaid Carers
* An understanding of the regional and national landscape in which HCCF operates
* Experience of accounting in the charity sector and experience of operating Sage
* Familiarity with the governance of companies and charities regulated by OSCR

**Highland** **Community Care Forum**

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