

Finance & Operations Manager: Job Description:

Location	Office Based, Edinburgh (with the potential for some home working)
Responsible to	CEO
Salary	£37,829 - £41,621 + pension (currently 11.5% employer contribution)
Hours	35 hours per week (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate.
Leave entitlement	25 days p/a, plus 10 public holidays
Probationary period	3 months
Closing Date	Closing date for applications is Monday 4th January 2020 at 12noon – late applications will not be accepted
Interviews	Interviews will be held on 13th/14th January 2020 and are likely to be held over Zoom.

Purpose of Post:

The Finance & Operations Manager is a key role in the organisation, you will oversee the financial, office and HR operations. We are looking for someone who works collaboratively, who is insightful and cares about people. As well as managing the finances of a growing medium sized charity in an increasingly complex landscape, developing and maintaining relationships, policies and processes which maximise our effectiveness, is at the heart of this role. You will be part of the senior staff team, manage a small admin team, support the CEO and development staff and generally contribute to the work and development of DTAS.

The following is a summary of the main tasks:

Finance & Governance

Oversee and be responsible for the day to day financial activities of the organisation including:

- Preparation of monthly/quarterly management reports and report quarterly to the Finance & Resources Sub Group
- Submission of quarterly VAT Returns
- Preparation of the Annual Accounts
- Preparation of Annual Budget
- Liaise with CEO re external grant funding applications & submit relevant claims
- Administration of internal grant funding schemes
- Payment of invoices, grants etc
- Be up to date with Charity regulations and implement throughout the organisation
- Submit all company returns

Admin Team Leader & Member Support

- Line Manage and work as part of the Admin team to effectively deliver all the membership, operational, and admin functions for the organisation including:
 - First point of contact for members and creating an on-going positive supportive and collaborative relationship.
 - Oversee the management of contacts database
 - Oversee the management of members benefits and build/maintain partnerships with providers
 - Deliver an Annual Conference for around 250 members and other organisations
- Represent the Admin team on, and feedback from Senior Staff Team meetings to ensure they are fully informed and up to date with the organisation projects, plans and aims.

Human Resources

Be responsible for the overall HR functions of the organisation (supported by an outsourced HR provider) including:

- Maintain a supportive environment for staff
- Oversee the Admin Team who contribute to the delivery of holidays & toil functions and arrange staff training
- Policies & compliance
- Recruitment/New Staff Induction
- Payroll (outsourced)
- Pension provision

Office Management & H&S

Be responsible for the overall Office Management & H&S functions of the organisation (supported by an outsourced H&S provider) including:

- Policies & compliance
- Oversee Admin Team who are responsible for the day to day Facilities Management i.e liaise with landlord and other tenants, general maintenance and upkeep, equipment, recycling, mobile contracts, copier, cleaning etc

Senior Staff Team

- Support the CEO in the discussion, planning delivery of projects, the day to day running of the organisation and the strategic plans of the Board.
- Participate in Board Meetings & the Board Strategic Review

General

To undertake any other duties within the nature of the role of Finance & Operations Manager which may be required by the organisation.

Finance & Operations Manager: Job Specification

The recruitment panel has drawn up this comprehensive specification for ideal candidates. The Panel will consider candidates against these criteria, and will shortlist using this criteria. Candidates are encouraged to apply if they meet most, but not necessarily all, of these requirements.

Skills & Experience

ESSENTIAL
<ul style="list-style-type: none">• A minimum of 5 years experience in financial management and reporting, for a medium sized, multi-faceted organisation, preferably but not essentially a Charity• Experience in, and a strong understanding of VAT, preferably but not essentially within a Charity• Experience in the use of accounts packages, preferably SAGE• Experience in Human Resources• Experience in building and maintaining Stakeholder relationships• Excellent IT skills and experienced in information management/databases
DESIRABLE
<ul style="list-style-type: none">• Experience in managing a small admin or other team• Experience in Office/Facilities Management• Experience in delivering a conference & other events• Knowledge of Charity governance and regulations• Experience in contributing to the development of an organisation as part of the Senior Management Team• Financial qualification
PERSONAL ATTRIBUTES
<ul style="list-style-type: none">• Friendly, approachable & and an effective communicator• Highly motivated, committed and enthusiastic• Ability to manage a varied and busy workload• Able to work flexible hours when required (including some evenings and weekends) to meet the needs of organisation

About Development Trusts Association Scotland

General Information

Development Trusts Association Scotland (DTAS) was established in 2003 and has grown into one of the country's most dynamic and successful community networks with over 300 development trust members, based in urban, rural and island communities throughout Scotland. The principle focus of DTAS is to promote the development trust approach, build the membership of DTAS and both support and represent our members.

Support for members is delivered in a variety of ways including providing information and advice, signposting, training and strategic planning sessions, and providing access to a range of free resources and expertise help-lines. At the heart of this DTAS 'facilitates' the development trust network which promotes peer learning and support. The major member networking opportunity of the DTAS year is the Annual Conference, which regularly attracts upwards of 200 people and is supplemented by a programme of regional networking events.

In addition, DTAS operates two specific services. Our Community Ownership Support Service (COSS) which promotes and supports the transfer of public assets to community organisations.

See: <https://dtascommunityownership.org.uk/about-coss>.

We also run Community Shares Scotland, a national programme to raise awareness and support the use of community shares to finance a range of community enterprises.

See: <http://communitysharesscotland.org.uk/>

Staffing and Resources

Core and project funding comes from the Scottish Government and the National Lottery Community Fund, other income includes membership fees, annual conference fees and trading activities.

The main office of DTAS is in Washington Lane, Edinburgh, but we also rents office space for staff in Glasgow and Forres. Across the whole organisation, DTAS currently has a staff team of 19 people, approximately half of whom are part time. The CEO is supported at an operational level by an established Senior Staff Team.

Governance

Originally established as a Company Limited by Guarantee with charitable status, DTAS converted to a SCIO (Scottish Charitable Incorporated Organisation) in 2016. The organisation has three categories of membership:

- **Full membership** is open to development trusts that fully meet the membership criteria
- **Provisional membership** is open to emerging development trusts who it is anticipated will become full members within 3 years.
- **Associate membership** is open to any individual or organisation that supports the aims of the organisation and the development trust movement.

The Board of Trustees is elected from the DTAS membership, and currently comprises of 15 directors. The Board meets on a quarterly basis and has two standing sub groups – Policy, Communications & Engagement and Finance and Resources – which also meet quarterly. In addition DTAS has a wholly owned Trading Subsidiary – DTAS Trading – through which the community shares programme is currently delivered. These various meetings are supplemented by a strategic review, which the Board holds on a bi-annual basis.

DTAS is committed to a policy of equality & diversity.

SCIO No: SC034231

We take the collection and use of your data seriously, please see link to the [DTAS Recruitment Privacy Statement](#)

To Apply for the Post:

If you are keen to be considered for this excellent opportunity, please apply with your CV and a Covering Statement to support your application detailing your reasons for applying and specific experience to match the criteria by no later than 12 noon on Monday 4th January 2021.

If you have any questions regarding your application please contact aileen@dtascot.org.uk or call 07919117854



Scottish Government
Riaghaltas na h-Alba
gov.scot

This post is supported by: