

## Job Description

# Finance Manager

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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General background information for this post:

- Cyrenians annual income/spend is over £5million across 40 services, projects and enterprises with approximately 60 major funding streams
- Of these, 35 services and projects provide support to over 11,000 people at their time of need, tackling the causes and consequence of homelessness
- We also have 3 long-established social enterprises, with a further enterprise having been launched in the past 18 months
- The financial accounts are fully computerised, currently using TAS books (which is part of the Sage group of software packages). Management accounts and reporting across all of our projects and enterprises are then prepared on Excel

The Finance Manager will, with the direction and support of the Senior Finance Manager:

- ensure that all cost and management accounting is carried out to professional standards, and in line with our Annual Plan and our values.
- report to the Senior Finance Manager and will work alongside them, providing excellent development opportunities for the postholder.
- Have operational responsibility for effective reporting on income & expenditure forecasting and cashflow management across our services and enterprises.
- Ensure our enterprise and service managers are well-supported in their financial management and budgetary control
- line-manage the finance team, currently 2 people who perform all of the transactional tasks within finance and support the Finance Manager in the preparation of management reports.

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### **3 Tasks and Responsibilities**

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Working within the Finance Department's annual plan, the postholder will have responsibility for the day-to-day running of the finance function:

- Prepare and regularly report on all project **management accounts**, analysing variances and exploring potential problems within tight Trustee reporting deadlines
- Support the Senior Finance Manager in their work with service and enterprise managers in **setting their annual budgets** and managing their respective financial performance effectively - ensuring and influencing best practice across the organisation
- Review **income & expenditure forecasts** with Service & Enterprise Managers, on a regular basis, challenging variances and updating financial records accordingly, and escalating to the Senior Finance manager as required
- **Manage monthly cashflow** including input of actuals and reviewing/amending forecasts, including income management, ensuring all income is invoiced / claimed /drawn down
- Prepare and submit **financial progress reports** to our various funders to their specific requirements
- Prepare quarterly **financial reporting schedules for Trustee papers**, reconciling to Management Accounts

- Provide financial management support to our Social Enterprises including trading subsidiaries. This includes, but not limited to, monthly P&L reporting and product costing reporting (stock, sales and margin analysis), particularly across the 3 social businesses within our Social Enterprises
- Provide **financial guidance to Enterprise Managers** on the principles behind, and preparation of, product costing methods of reporting and financial management
- **Banking:** review and approval of supplier payments, staff payroll & expenses and credit payments as required
- Review, ensure the accuracy of, and submit **VAT returns,** and **Gift Aid claims.**
- Review and approve **payroll information** as prepared by the Senior Finance Officer, in advance of submission to payroll function provider
- Prepare and submit other finance-related forms, claims and returns on an ad-hoc basis as required
- Support the Senior Finance Manager on **ad-hoc projects**
- Contribute to the development of systems and applications to improve the finance function
- Overall responsibility for the accuracy of all transactional information within the accounting system, ensuring the finance team adheres to processes and procedures.
- Manage and develop the **Finance team,** currently a full time Senior Finance Officer and part time Finance Assistant. Provide line management that adheres to relevant HR policies and procedures.
- Deliver all core components of this role ensuring **effective financial control and management** with evidence of accuracy, reliability, attention to detail, ability to prioritise and in line with Cyrenians policies, procedures and values. Ensure efficiencies and improvements are sought as standard practice

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## 4 Person Specification

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<b>Experience</b>	
Minimum of 2/3 years relevant demonstrable experience across all areas of responsibility	Essential
Proven track record in costing, forecasting and variance analysis	Essential

Experience of working with multiple-project finances and multiple funding streams	Desirable
Experience of computer accounting packages	Essential
A practical knowledge of VAT regulations (knowledge of partial exemption desirable)	Essential
Experience of charity accounting	Desirable
Experience of managing and supporting staff	Desirable
<b>Skills</b>	
Excellent report writing skills with the ability to produce accurate and well-presented work	Essential
Excellent interpersonal skills – both verbal and written	Essential
Excellent IT skills, particularly in use of Microsoft Excel	Essential
Ability to manage a varied workload, and prioritise to meet competing deadlines	Essential
Dynamic, demonstrating an ability to learn quickly and adapt	Essential
Ability to present financial information to non-financial staff	Essential
<b>Values &amp; attributes</b>	
Reliable, practical and methodical	Essential
Professional attitude and practice	Essential
Enthusiasm and Energy	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Appreciation for impact of Cyrenians work and desire to work in Third Sector	Essential
<b>Qualifications</b>	
Professional Accountancy qualification (note that we will consider exceptional candidates who are qualified by experience or part-qualified)	Essential

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## 5 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Finance Manager
<u>Liaison with:</u>	Finance Team, Leadership Team, Service & Enterprise Managers and staff across the organisation
<u>Workplace:</u>	At our head office in Edinburgh, with occasional visits to other Cyrenians locations in East Central Scotland as required. Blended working will also be an option
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays
<u>Salary:</u>	£30,740 - £35,030 per annum (scale points 31 to 36).
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee

and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Status: Permanent  
Disclosure: Not required

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## **5 Application deadline and Interview dates**

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Closing date: 12 noon on Monday 14<sup>th</sup> June 2021  
Interview date: Tuesday 22<sup>nd</sup> June 2021  
Stage 2 date: TBC