



Job Description

Senior Finance Manager- Finance and Corporate Services

Reports to:	Chief Executive
Department:	Finance & Corporate Services
Salary range:	£36,000 to £42,000
Contract Period:	Permanent
Hours:	35 hours per week
Location:	Giffnock/Home Hybrid Working

The Organisation

Cosgrove Care was established in 1960 in Glasgow by a parent who saw the need for specialist support for her disabled child, at a time when families had no right to support and children did not have access to education. The charity has grown to support over 250 children, adults and older adults today across West Central Scotland.

We believe in a social model of disability and our mission and values embrace an inclusive and accessible way of working. We take a Human Rights based approach to practice.

The organisation is a medium sized charity, with a strong Board of Trustees and a team of over 135 staff and 200 volunteers.

Cosgrove Care provides a range of services covering children's services, supported employment, intensive home support and care at home and family support for children, adults and older adults with a range of additional needs.

Principal contacts

Internal

Chief Executive
Depute Chief Executive
Cosgrove Board
Finance and Corporate Services Team
Registered Managers
Training Co-ordinator
PA and administrative staff team across Cosgrove
Fundraising Manager
Volunteer and Fundraising Manager



Head of Quality and Participation
HR Manager
Operational Teams

External

Finance and Commissioning Teams in Local Authorities and Health and Social Care Partnerships
OSCR
Cosgrove external Auditors, Legal support and Insurance brokers
Finance Leads - Third Sector Organisations within the sector
Umbrella Bodies - Youthlink, CCPS, SCVO, The Alliance, SCLD
Health Sector Finance and Commissioning contacts
Professionals working with Children and adults with disabilities
Local Elected Members
Academic Bodies
Funding bodies - financial leads
External contractors

Main Purpose of Post

Reporting directly to the CEO, the Senior Finance Manager (SFM) is responsible for the overall financial management, business analysis and reporting of Cosgrove Care, ensuring on-going viability and a secure financial future in line with the organisation's charitable status, mission and values. The SFM will provide financial advice and information to the CEO and Board of Directors and will work as part of the Corporate Management Team (CMT) to provide expert guidance and strategic input on charitable finance to aid the development and progress of Cosgrove Care. They will play a key role in the overall strategic management of Cosgrove Care.

The key underlying requirement of the post will be to support and drive a period of significant internal change in the organisation's delivery of support services, as Cosgrove improves efficiency and financial sustainability to meet future challenges, including the implications of the Scottish Government's Independent Review of Adult Social Care. This is an exciting and challenging role and will provide an opportunity for a highly motivated individual to make their mark on the organisation.

The post holder will lead a team of two Finance Officers and will have periodic support from an independent Financial Consultant.

Key tasks

1. To be a key member of the Corporate Management Team leading Cosgrove Care with responsibility for the provision of an accurate and timely financial service including setting and monitoring budgets, forecasts, cash flow analysis, monthly management financial accounts, annual accounts and advice and support to inform decision making at Board, CMT and operational level. To link financial and activity reporting effectively.
2. To deliver the treasury management function including the development of a long-term financial strategy for Cosgrove Care, providing reports to the Finance and Investment sub-committee of the Board of Directors.
3. To be responsible for all statutory reporting, compliance, annual accounts and VAT in line with our regulatory responsibilities as a registered Scottish Charity and Company Limited by Guarantee. including specific tasks associated with our status as a registered charity in Scotland.
4. To lead the finance and corporate services team, ensuring all aspects of the function are effectively delivered and that the team have clear and concise responsibilities, support and direction to develop financial policies and procedures and ensure these are being consistently followed - including customer relationships, credit control and timely invoicing
5. To enhance and maintain effective systems for reporting financial progress and delivering against the strategy. To maintain close links and strong working relationships with the Depute CEO and Service Managers to ensure appropriate and timely provision of management information and close management of individual service budgets.

6. To lead the management of the annual budget process and ensure that budgets and accounts accurately reflect business activity, that accruals and other adjustments are being made correctly and that variances from budget are investigated and resolved.
7. To oversee the accurate and timely delivery of the monthly payroll, including all related tasks i.e. PAYE, NI, Pensions, liaison with HMRC, monthly variables and year end.
 - Reconcile Control Accounts.
 - Post monthly payroll to monthly accounts.
 - Ensure all aspects of payroll are compliant.
8. To work with the CEO to develop new and innovative service models with financial modelling which will support organisational growth and development and will support income diversification.
9. To lead and develop key aspects of Finance and Corporate Services function and be responsible for the secretariat of the Finance and Investment Committee of the Board of Directors
10. To work as a key part of the Corporate Management Team to implement the review and development of the finance part of the IT systems and processes review which will drive efficiency in line with the organisational strategy, including the automation of legacy manual processes including payroll and invoicing.
11. To manage strategic external relationships effectively with key funders and commissioners and to ensure timely funder reports.
12. To maintain effective communication and relationships with families to build trust and confidence
13. To work with Cosgrove's auditors and manage the audit process and relationships.

General

1. To uphold and develop Cosgrove Care's organisational culture, values and reputation with staff and stakeholders, and demonstrating leadership in these key areas.
2. To implement and assist with the development, review and maintenance of organisational policies and strategy through participation in CMT and Managers Meetings.
3. To network with appropriate external organisations with a view to developing and sharing best practice in Third Sector Finance.
4. Carry out research and prepare briefings for the CEO and CMT as required. Prepare high quality financial data for presentations using appropriate tools.



5. To update and maintain key parts of the Cosgrove website relating to finance and corporate services, in line with Cosgrove's standards, policies and procedures.
6. To research and interpret changes in legislation and translate these into policy and practice for Cosgrove Care , ensuring compliance at all times.
7. To abide by and promote Cosgrove's *Policy of Informed Choice*, its *Vision and Values* and *Equal Opportunities Statement*.
8. To demonstrate Cosgrove's stated values in all Cosgrove business and to ensure the finance and corporate services team are supported to demonstrate organisational values.
9. Occasional requirement to work unsociable hours.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Person specification

Senior Manager Finance and Corporate Services

Qualifications / Experience– Essential (E) / Desirable (D)	E	D
CCAB or similar Accountancy qualification.	Y	
At least 4 years' experience working in a varied finance role.	Y	
Experience of charity accounting		Y
Experience of working in a fundraising context		Y
Experience of preparation and analysis of Management Accounts	Y	
Experience of annual audit process.	Y	
Experience of preparing and analysing annual budgets and forecasting; variance analysis.	Y	
Experience in the implementation of new systems and processes and the associated change management.	Y	
Knowledge and skills		
Financial systems such as sage / Xero / Quickbooks	Y	
OSCR regulations and charity accounts		Y
All aspects of payroll including payroll systems and integration	Y	
Project management knowledge		Y
MS office particularly excel skills to a high level.	Y	
Fundraising software and gift aid submissions.		Y
Competencies		
Self-motivated working under minimal supervision with high level of initiative and willingness to challenge and drive change	Y	
High degree of accuracy and attention to detail with keen time management over multiple priorities and timelines.	Y	
Report writing including narrative for board and management reports	Y	
Strong communication and interpersonal skills with the ability to develop relationships and communicate with people at all levels.	Y	