

JOB DESCRIPTION

Job Title:	Finance Manager	Location:	Edinburgh
Department:	Corporate Services		
Reports to:	Head of Corporate Services		
Organisation Overview Upward Mobility is a registered Scottish charity working in Edinburgh and the Lothians providing innovative educational workshops and personalised support for people with learning and other complex disabilities. Our goal is to promote the self-confidence and social welfare of our students through meaningful and progressive educational activities, aiding development of their practical, social and life skills and ability and confidence to participate more fully in society.			
Job purpose:	<p>The Finance Manager is responsible for the management and maintenance of all financial records and systems (currently using Xero based software) and for the preparation of financial analysis to ensure ongoing viability and a secure financial future in line with the organisation’s charitable status, mission and values.</p> <p>This role is part of the Corporate Services team and will report directly to the Head of Corporate Services and work closely alongside Financial team members and members of the Operations and Development teams to introduce new policies to future proof the organisation and meet Upmo’s organisational action plans.</p>		
Key responsibilities:	Financial planning <ul style="list-style-type: none">• Timely preparation and review of departmental budgets and cash flow forecasts across the organisation reporting to Head of Corporate Services• Assist the Senior Management Team in financial modelling of departmental budgets across all three functions including cost recovery on student services• Prepare monthly management accounts with variances against agreed budgets being highlighted to enable reporting to Senior Management Team and Board of Trustees• Prepare audit schedules and required documentation from external auditors in conjunction with Head of Corporate Services to enable completion of annual accounts		

- Provide input to the ongoing development of financial policies and procedures to ensure checks and controls are implemented to appropriately support the organisation
- Review and advise on renewal of contracts in respect of Utilities, business services, landlords rent and service charges, insurers and other third party service providers
- Ensure Bank accounts and accountancy journals are reconciled on a monthly basis
- Oversee the effectiveness of the petty cash arrangements across the multiple sites, ensuring security of cash
- Ensure that appropriate banking mechanisms are adopted
- Assist the Head of Corporate Services in maintaining an asset register which is regularly reviewed
- Oversee the preparation of Bank mandates and approved signatories in relation to requirements
- With the Head of Corporate Services, advise Upmo on financial implications for new business eg. regarding VAT exemption or registration

Maintenance of financial systems

- Ensure that budgets and accounts are accurate and reflect all business activity
- Ensure sales invoices are prepared accurately and submitted within agreed timetables to Local Authorities, families, and relevant customers
- Ensure appropriate salary, taxation and pension administration arrangements for staff liaising with Heads of departments on changes to staffing and levels of pay
- Ensure appropriate financial controls and processes are in place to ensure that procurement, invoicing and credit control operate effectively
- Provide support to departmental managers in budget setting and subsequent ongoing budget management to ensure effective monitoring of financial resources
- Liaise with Head of Corporate Services to ensure internal auditing processes are in line with advice from the appointed auditors to ensure statutory accounts are produced within the required deadlines
- Manage the maintenance of the accounts software system (currently Xero)
- Ensure procurement best practice is followed to provide value for money and secure ordering procedures
- Ensure that accruals and adjustments are accurate and investigate and resolve variances

General responsibilities:	<ul style="list-style-type: none"> • Responsible for statutory reporting compliance regarding VAT, and to OSCR and Companies House • Staff Management: This will include but is not limited to: <ul style="list-style-type: none"> ○ provide professional support and guidance as and when required ○ identify staff training & development needs ○ set appropriate objectives & review personal performance ○ support staff effectiveness through good supervision, appraisal, and support to develop ○ absence management ○ effectively address any issues raised by staff ○ communicate regularly and effectively with team members and the wider Upmo team • Contribute to a clear focus on driving improvements in quality, impact and performance.
Essential experience	<ul style="list-style-type: none"> • Will have held a similar financial management role although not necessarily in the Care Sector and will be able to demonstrate leadership and financial management experience within a business environment. • Must have practical experience across all areas of financial management including payroll, management/cost accounting, budget preparation, preparation and analysis of management accounts, statutory and local reporting, audit procedures and finance policy & procedural design and implementation.
Essential skills:	<ul style="list-style-type: none"> • Excellent organisational skills and an ability to effectively problem solve within a financial environment. • Must be self-motivated, able to work on own initiative, prioritise workload, multi-task, meet deadlines and be able to work under pressure. • Will have excellent communication skills (written and verbal) and be able to communicate effectively with all stakeholders.
Essential values	<ul style="list-style-type: none"> • A belief in inclusion, fairness and equality evidenced through work practice or personal experience. • A desire to ensure people are at the heart of decision making and an ability to balance this with the needs of Upmo. • Commitment to the principles and practices of continuous improvement. • Self-motivated working under minimal supervision with high level of initiative and willingness to challenge and drive
Qualifications:	<ul style="list-style-type: none"> • Will preferably be professionally qualified in a financial discipline, or will be close to achieving a formal qualification such as CCAB.

	<ul style="list-style-type: none"> • Will have a minimum of 3 years' of practical experience within a comparable financial role. • Must have a high level of competence in all areas of financial responsibility detailed in this job description • Must have a thorough working knowledge of MS Office Applications and experience of working with XERO would be a distinct advantage.
Desirable experience:	<ul style="list-style-type: none"> • Similar experience within the charity sector • Experience of reporting for OSCR and Companies House • Having supported fundraising teams in the creation of budgets and timelines for funding bids and tenders
General information:	<p>Expectation for all staff to work in accordance with the ethos of the organisation, and to follow current policies and procedures. This role description is not exhaustive and is a reflection of current requirements. The employee is expected to view it as a guide rather than an exact description of duties and responsibilities. It may be subject to variation from time to time in accordance with the evolving organisational requirements.</p>