**Finance Manager – Job Description**

**Job Title:** Finance Manager

**Salary:** £35,174 – £37,731 (pro rata)

**Hours of work:** 21 per week

**Holidays: 25** per annum (pro rata)

**Pension:** 6% Employers pension contribution

**Purpose of Role**

Rosemount Lifelong Learning is a charity based in Royston, North Glasgow. Established in 1998, our mission is to increase life chances through learning for children, young people and adults living in the North East and wider Glasgow area. At Rosemount, we are passionate about empowering local people to reach their full potential, supporting them to improve not just their own lives but those of their families. Our services encourage participants, from children to adults to raise aspirations and increase their life skills.

As a key member of the management team, the postholder will ensure the timely and accurate production of management accounts, forecasting and planning, resource management and a strong financial control environment.

**Main Duties and Responsibilities**

* To have responsibility for financial management including the development and maintenance of financial systems, budget setting, expenditure control and monitoring over a range of projects.
* To have responsibility for producing the organisation’s annual budget along with quarterly budgets for the Board of trustees and relevant subgroups.
* To maintain computerised monitoring systems for expenditure and provide accurate and relevant financial reports to the Board of Directors, Management Team and funders.
* To contribute to finance sections of funding applications and service level agreements and liaise with relevant organisations in respect of claim forms and monitoring reports. Ensure reporting is of a high standard and able to meet deadlines.
* Oversee the preparation and monitoring of project budgets as well as financial reporting to operational team managers.
* To manage personnel systems including issuing of contracts, updating sickness records and updating annual leave records.
* To undertake duties of Company Secretary and provide secretarial support to Board of Directors.
* Prepare the Office of the Scottish Charity Regulator (OSCR) Return and any other returns that may be required by Government bodies, funders and partners including auditors, banks and HMRC.
* To work with the management team and Board of Directors to identify funding sources and apply for relevant funding.
* To contribute to the strategic and operational management of Rosemount Lifelong Learning services, working as part of the Management Team.
* To have responsibility for overseeing insurance related matters, as well as ensuring property maintenance is coordinated effectively.
* To take a proactive role in the development of the Rosemount Lifelong Learnings business planning process.
* Alongside the Management team, oversee the process and maintenance of compliance with Health and Safety regulations
* To supervise and process all GDPR requirements.
* Active participation with the wider Rosemount Lifelong Learning Management Team to support the integration of services
* To undertake such other duties as the Chief Executive may reasonably require.

**Qualifications, Experience, Skills, Knowledge and Attributes**

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| Qualifications |
| * A relevant qualification in finance, or accounting.
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| Experience |
| * Experience of financial management within a third sector organisation (Essential)
* Significant experience of financial reporting, including budget preparation cashflow reporting, audit process and budget management.
* Experience of being Company Secretary as well as providing support to Board of Directors.
* Experience of account packages (Sage or Xero).
* Experience of working collaboratively with a range of key stakeholders, including funders, third sector organisations and others.
* Experience of contributing to the development of business plans.
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| **Skills** |
| * Excellent communication skills both written and verbal.
* Demonstrable staff management skills
* Excellent organisation and planning skills
* Excellent inter-personal skills & collaborative team working
* Good IT skills
* Flexibility
* Ability to work autonomously, able to prioritise own workload and meet deadlines.
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| **Knowledge & Attributes** |
| * Knowledge of financial management and fundraising within a social enterprise or charity environment
* Excellent problem solving and decision-making skills
* Demonstrable experience of forward planning and strategic thinking.
* Excellent attention to detail.
* Ability to multitask, work under pressure and meet funding deadlines and priorities.
* Knowledge of Health & Safety policies and procedures
* Knowledge and understanding of GDPR
* Knowledge of OSCR
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| **Standard Safe recruitment practices will be followed including:** |
| * PVG
* 2 references (must be previous employers)
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| **Confirmation of appointment is subject to satisfactory completion of a 3 month probationary period.** |