

Job Description

Finance Manager

Job Title:	Finance Manager
Location:	Abbotsford, Melrose
Reporting to:	Chief Executive
Staff reporting:	Finance & Admin Assistant
Status:	Open ended, full time at 35hrs per Week - including occasional weekends
Salary:	Grade 7 post, £32,438 per annum upwards depending on experience

Context

Abbotsford is among the most important heritage sites in Scotland. Designed and built by Sir Walter Scott, the 19th century author who put Scotland on the world map, as both his home and the location for his extensive collection of books and historical memorabilia, it was first opened to the public in 1833 five months after his death. After the death of his last descendent in residence, Dame Jean Maxwell-Scott in 2004, The Abbotsford Trust was created to preserve, protect and promote not only the house, but also the life and works of Sir Walter. In 2014 the Abbotsford Trust completed a £12 million restoration, followed in 2018 by extensive estate improvements, ongoing funded community development activity, and £4 million raised so far towards an Endowment Fund.

The Trust is now pursuing a 10 Year Plan – an ambitious vision for Abbotsford through to 2029 encompassing the 250th anniversary of Scott's birth in 2021-22. Realising the plan depends on successful fundraising, increasing paid admissions (the Abbotsford Trust), and the continued development of trading performance; retail, catering, and accommodation (subsidiary Abbotsford Trading Co.).

The Finance Manager plays a lead role in ensuring all financial and accounting procedures are robust and comply with best charity and fundraising practice. They are the lead within the Trust on the management and implementation of finance IT systems and as a member of the senior management team have a role in overseeing HR and contractor administration.

Job Purpose

- To undertake all areas of financial processing management on behalf of the Trust, including maintaining purchase and sales ledgers, VAT, payroll, and reconciliations of all Trust bank statements
- To produce management accounts in line with business needs and work closely with senior managers, CEO and lead Trustee on the development and management of all budgets.
- To support the Trust's independent auditors in the preparation of annual accounts.
- To provide financial and related management support to all business areas.
- To oversee central administration relating to HR and contractors.

Scope and Accountability

The Finance Manager reports directly to the Chief Executive and works closely with colleagues in each business area, providing advice and guidance. The post holder is required to use their own initiative and judgement in order to ensure that all financial processing, budgetary monitoring, management accounts, financial reporting and systems are produced to a high standard, legally compliant and business fit for purpose. The postholder is also responsible for HR administrative systems and will receive access to specialist professional HR services designed to inform of changes to legislation etc, so that they can advise the Chief Executive of any changes to policy & procedures which may be required.

The Finance Manager is responsible for the following resources:

- All financial processing, financial reporting and budgetary monitoring across the charity
- Maintenance and development of financial information systems
- Line management of the Finance & Admin Assistant. May also manage other delegated staff as required.

Key Responsibilities

Fundraising and funder income

- Processing all fundraising and funder income, including ensuring accurate recording, advising the relevant fundraising lead manager of receipts.
- Carry out an audit of income recorded in the cashbook to Fundraising Database and ensure any differences are resolved, liaising with fundraising staff to ensure accuracy.
- Management and development of the Gift Aid scheme, ensuring accuracy of data input and the production of timely claims to HMRC. Dealing sensitively with donor queries. Ensure compliance with HMRC Gift aid regulations.
- Compile spend reports against restricted grants given and assist Fundraising team in producing funding reports for all funders.

Income & Expenditure

- Ensure the prompt and accurate processing and recording of all commercial (eg retail) and non-commercial (eg visitor tickets) expenditure, takings and other income payments (eg franchise) and record to the appropriate Trust or Trading Company account.
- Oversight of payment runs by cheque or BACS ready for approval by authorised signatories on a timely basis. Processing of payment run once approved.
- Support purchases as required, including placing orders, dealing with suppliers and progress chasing purchase ledger queries.
- Maintain petty cash boxes, including issuing of floats, ensuring proper records kept, receipts provided, amounts reconciled and entered onto accounts

Other Accounts Management

- Ensure regular cash reconciliations and preparation for banking, and carry out regular bank reconciliations for all bank accounts, to the Trust's own financial records, resolving any discrepancies
- Prepare quarterly VAT returns for the Trust and Trading Company, ensuring correct calculation of partial exemption recovery rate. Calculate monthly VAT adjustments and reconcile VAT returns on a quarterly basis.
- Reconcile VAT return to VAT control account on Sage and ensure online submission to HMRC within published deadlines.
- Administer and manage payroll, including RTI and pensions. A Payroll agency provides support.

Management Accounts

- Produce standard and bespoke financial reports, including spend against budget, income against target, restricted fund reporting, quarterly VAT returns, and year end reports for budget holders and Board sub committees
- Work with budget holders and Chief Executive to produce annual budgets and income projections
- Work closely with the Trust's external accounts and auditors as required
- Act as facilitator to the Audit Committee, setting up and producing agendas for all meetings, arranging for the production of accurate minutes and ensuring all actions are completed.

HR and Contractor Administration

- Oversee administrative systems and procedures governing the Trust's HR and contractor obligations, making use of administrative staff support to deliver the following:
- Ensure the confidential maintenance of personnel files for all employees, in line with the charity's policies and the requirements of employment and data protection legislation.
- Liaison with managers to ensure that pre-employment checks have taken place (eg right to work in the UK, DBS checks if relevant) and issue contracts of employment.
- Maintain the central information resource of HR documentation, including the Staff Handbook and all employment policies. Liaise with the Chief Executive, relevant trustees or external advisers re need to update policies in line with changes in employment law.

Line Management

- Line manage the Finance & Admin Assistant.

Other

- Act as Duty Manager on a rota basis on weekends throughout the year
- Provide support to colleagues and undertake other duties commensurate with post

Person Specification

Knowledge and Expertise

Essential

- Knowledge and expertise of all areas of financial accounting (eg purchase ledger, sales ledger, reconciliations, production of reports to support management accounts)
- A relevant financial qualification (eg Accounting Technician, or part qualified accountant) and interest in further developing own skills and qualifications in line with business need
- Knowledge of production of budgets and management accounts
- Knowledge of a range of accounting software, including Sage accounting software and interface with other systems (eg Microsoft Office spreadsheets)
- Good knowledge of standard financial procedures and practices and relevant regulation and legislation, and willingness to develop knowledge specific to the charitable sector

Desirable

- Understanding of effective staff management and ability to manage and develop own staff

Experience

Essential

- Experience of all areas of financial management within a complex environment, ideally including a mixture of commercial and not for profit sector
- Experience of production of financial reports

Desirable

- Experience of working within a small financial team in a small to medium sized business

Skills and Abilities

Essential

- Strong planning and prioritising skills, including ability to manage and plan a diverse workload, manage multiple priorities and deliver to financial deadlines
- Excellent analytical skills and ability to develop and improve the quality and business efficiency of financial and business information systems
- Strong attention to detail and problem solving skills, including identify, investigate and resolve discrepancies in financial data and business management information
- Confidence to manage own area of work, identifying when to involve colleagues or external financial advisers and when to problem solve personally
- Good interpersonal skills, including ability to advise and guide colleagues (e.g. budget holders) to ensure excellent financial practises across the organisation
- Ability to coach and train other staff in the use of financial systems
- Highly accurate, and attentive to detail
- Highly IT literate and able to use a range of software applications, including learning new applications as required
- Good written communication skills, including ability to draft financial correspondence

Personal Qualities and Requirements

- Interest in and commitment to The Abbotsford Trust's mission, vision and values;
- Commitment to valuing equality and diversity and an understanding of how it might apply to own role;
- Good level of self-awareness and commitment to continued personal and professional development
- Ability to work some evenings and weekends if required