

## ACT Finance Manager Job Specification



Job Title	<b>ACT Finance Manager</b> 15-25 hours per week (negotiable)		
Location	Flexible	Salary	£25-30K (pro rata) (depending on relevant experience)
Responsible to	ACT Development Manager/ACT Board		

Argyll and the Isles Coast and Countryside Trust (ACT) charity has been established to care for, enhance and promote the coast and countryside of Argyll and the Isles so that it can be enjoyed by the people that live, work, and visit here.

[www.act-now.org.uk](http://www.act-now.org.uk)

### **Main Functions:**

To manage the charity's finances including processes, project budget management, forward planning and to assist in the development of income generation options.

### **Job Activities:**

1. Produce accurate financial reports to specific deadlines
2. Assist with the production of strategic and long-term business plans
3. Develop financial management mechanisms that minimise financial risk
4. Manage ACT's financial accounting, monitoring, and reporting systems
5. Maintain external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisations such as HMRC
6. Assist ACT Project Officers with budget management – project spend and grant claims.
7. Review and advise upon office management processes
8. Keeping abreast of changes in financial regulations and legislation.
9. Assist with the development of ACT income options.
10. To run ACT Payroll, and oversee financial aspects of HR.
11. Occasional attendance at meetings in Argyll. (home working or Lochgilphead based preferred).

### **Person Specification**





Criteria/Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Book-keeping, accountancy, or financial management</li></ul>	

## ACT Finance Manager Job Specification



	qualifications (or equivalent level direct experience).	
Experience	<ul style="list-style-type: none"> <li>commercial and business awareness</li> <li>Experience of financially management of grant funded projects.</li> </ul>	<ul style="list-style-type: none"> <li>working for a small charity/social enterprise</li> <li>managing payroll</li> <li>knowledge of current financial legislation, HMRC</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>SAGE software – working knowledge</li> <li>good IT skills</li> <li>good time management skills and the ability to prioritise</li> <li>high numeracy and sound technical skills</li> <li>excellent communication and presentation skills</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>the ability to work as part of a team and to build strong working relationships</li> <li>close attention to detail and an investigative nature</li> <li>problem-solving skills and initiative</li> </ul>	

What we offer:

-  The opportunity to be part of rewarding projects in inspiring locations
-  To be part of a dynamic social enterprise
-  Annual leave - 25 days plus 8 public holidays (pro rata)
-  Flexitime

For further details please contact Julie Young

ACT Development Manager

[julie@act-now.org.uk](mailto:julie@act-now.org.uk)

tel: 07920083857