



**SU Scotland**

## **Chief Financial Officer**

**Recruitment Pack**  
December 2022



Hello.

Thank you for taking the time to check out this significant Christian leadership opportunity with SU Scotland.

Our shared vision is to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus. In addition to our work in schools, with churches and in SU centres, for over 80 years we have run a vibrant programme of holidays and camps for children in P5 through to S6.

Building on encouraging growth in recent years, this newly-created role offers a rewarding opportunity to bring strategic leadership to the financial elements of the organisation and serve as part of a network of passionate and committed staff and volunteers who help make the ministry happen, and see it grow to the next level.

Please enjoy reading through the enclosed recruitment pack and if you have questions about the role prior to applying, feel free to be in touch with us.

Meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.

Best wishes



Robin MacLellan  
**CEO**

# About SU Scotland

Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other like-minded organisations. More than 2,000 volunteers are involved in helping to run our activities, together with around 120 staff and associate workers.

- Our SU **Holidays and weekends** are the place to be for high energy activities, music, crafts, friends, fun, camping and a whole lot more
- **Magnitude Festival** welcomes 1,000+ delegates
- Our **residential centres** are places of adventure, escape, discovery and hope, hosting thousands of school pupils on residential breaks each year.
- We work in **schools** - throughout the academic year, SU workers and volunteers contribute to the curriculum in many of Scotland's schools.
- Our **discipleship** programme helps young people to grow, learn, explore and develop leadership skills
- We partner with **churches** across Scotland, helping them realise their vision for mission and evangelism.



# Our vision and values

Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

Everything we do is governed by two core values: dependence on God and deepening relationships.

We love to see children and young people:

- **Feeling valued and accepted in every encounter with SU Scotland** - being able to express their views, engage with others, and grow in confidence as they recognise and develop their abilities.
- **Exploring the key stories and events from the Bible**, reading and studying the Bible on their own and with others, and growing in their understanding of God and what it means to follow him.
- **Having opportunities to learn about Jesus**, making the decision to follow Jesus, and having the confidence to reflect this in their choices, attitudes and actions.

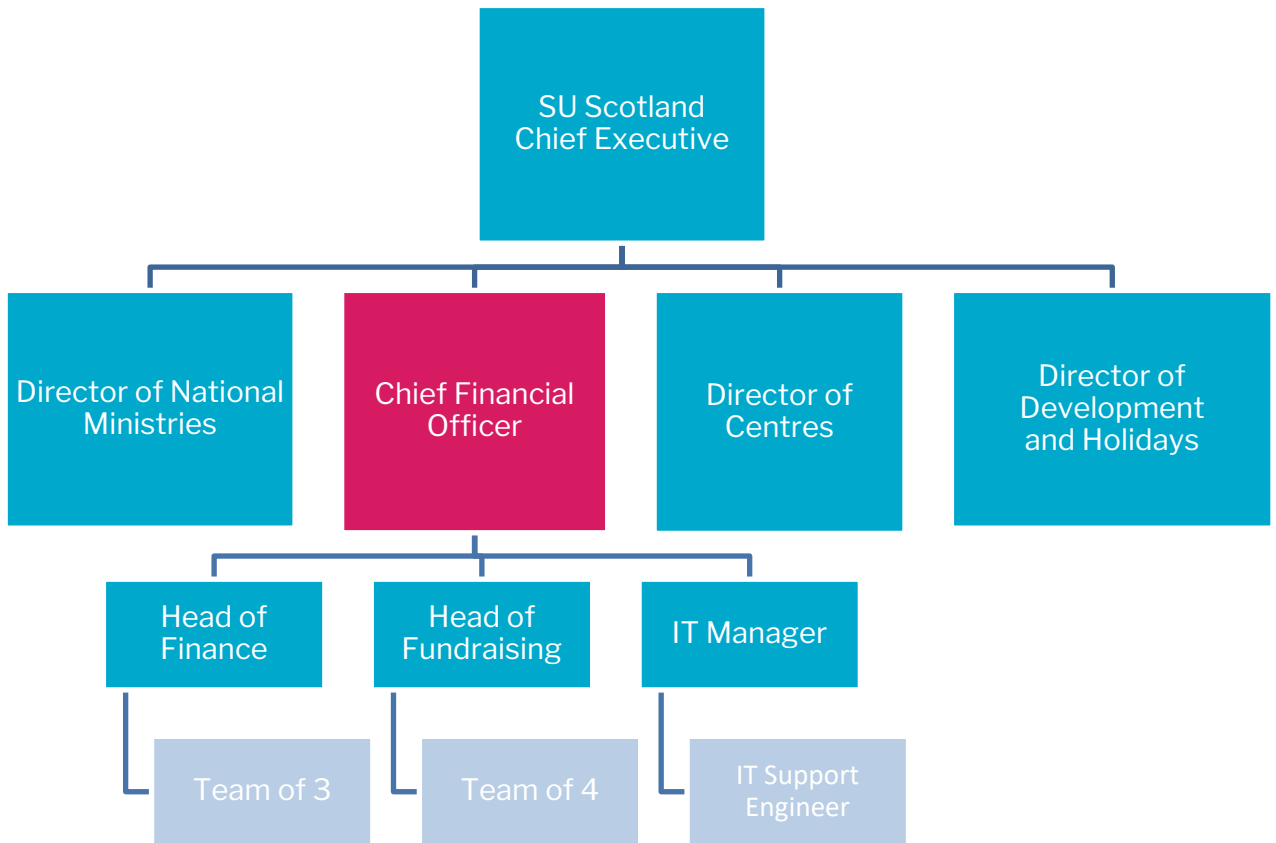


# Key aspects of the role

- ✓ Bringing sharp **financial management** to a vibrant and diverse range of trading and donation-funded activities
- ✓ Fostering the conditions for **income growth** across donation and trading streams
- ✓ Supporting the CEO in defining and implementing a **compelling strategy** and acting as lead player for key organisation-wide initiatives



# How this role fits in



## CHIEF FINANCIAL OFFICER

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Chief Financial Officer (CFO)
<b>REPORTS TO:</b>	Chief Executive Officer
<b>LOCATION:</b>	Hybrid: Nearest SU Scotland office/home
<b>TERM/HOURS:</b>	Full time/substantive contract
<b>DIRECT REPORTS:</b>	Head of Finance, Head of Fundraising, IT Manager
<b>KEY RELATIONSHIPS:</b>	Internal: Senior Leadership Team, Wider Leadership Team, direct reports, SU Scotland Trustees, SU Scotland Finance Committee External: Auditors, SU Scotland partner organisations

### JOB PURPOSE:

As a member of the Leadership Team, play a strategic role in the delivery and development of our financial and operational priorities to support SU Scotland's vision to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

### KEY RESULT AREAS

- 5%+ year-on-year growth in regular income (donations and trading)
- Sound financial management as demonstrated by:
  - budget holders fully engaged with and held accountable for targets
  - sustainable relationship between regular income and costs
  - effective utilisation of funds in line with donor expectations
  - timely reporting and analysis to SLT and Board leading to prompt, appropriate actions
  - allocation of resources via expenditure budgets aligns directly with the priorities outlined in the organisation's strategy
- CEO supported in developing and delivering organisation-wide strategy
- Property strategy in place that represents best fit for the charity's needs

### MAIN RESPONSIBILITIES:

#### 1. Spiritual Leadership

As a senior member of staff, to be involved in the strategic leadership of SU Scotland and, as a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- Involvement in staff prayer meetings
- Involvement at the annual staff residential conference and other staff days
- Participation in major events both internally and externally, representing the organisation as required.
- Collaborate with the senior leadership team in building a working environment that promotes a high level of performance and engagement to

support SU Scotland's vision.

- Intentionally build cross team working practices within area of responsibility and other parts of the ministry

## **2. Financial Leadership**

- Manage the Head of Finance
- Lead and coordinate policy for financial planning and budgetary control
- Develop SU Scotland's financial strategy to support SU Scotland's strategic objectives
- Working with the Head of Finance, take responsibility for ensuring that the following are produced in an effective and timely manner: –
  - the annual Budget and related forecasts for approval by the Board;
  - regular management accounts to enable monitoring of departmental and charity-wide financial performance against budget;
  - Trustees Annual Report and statutory accounts
- Oversee relationship with external auditors, along with the Head of Finance
- Optimise utilisation of funds, both restricted and designated funds including the charity's Special Projects Fund
- Ensure effective management of and investment returns on the organisation's funds
- Report to the charity's Finance Committee and ensure its effective operation in conjunction with the Honorary Treasurer who acts as chair
- Present finance reports in writing or in person to supporters, staff groupings and committees as appropriate
- Ensure full compliance with the standards and legal requirements of the Charity Commission and other regulatory bodies

## **3. Fundraising Leadership**

- Bring strategic leadership and energy to ensuring that a rolling fundraising strategy is developed and reviewed, providing for the growing financial needs of the charity
- Manage the Head of Fundraising
- Work with the Head of Fundraising and the Fundraising Team to: -
  - grow the donor base of the organisation
  - ensure income from individuals, churches and trusts is maximised;
  - ensure there is a strong commitment to support-raising across the staff team
  - foster a strong ethos of supporter care

## **4. Information Technology Leadership**

- Manage the IT Manager
- In conjunction with the IT Manager, lead, develop and implement a technically robust and secure IT strategy for SU Scotland that delivers an appropriately creative and effective use of technology across the organisation.
- Work with the IT Manager to ensure that the IT systems and security is fully operational, secure and fit for purpose.

## **5. Strategy Development**

- Support the CEO with successful development and implementation of organisational strategy, in conjunction with Senior Leadership Team colleagues



- Oversee the implementation and reporting of the quarterly OKRs
- Maximise employee engagement in achievement of strategic objectives

## **6. Property Strategy**

- Drive SU Scotland's overall property strategy, in particular as regards office property, evaluating and ensuring the organisation's property interests are an appropriate fit for SU Scotland's needs and represent sound stewardship.
- Work closely with the Director of Centres and other key stakeholders in helping shape property strategy for centres and campsites.

## **7. Sustainability Leadership**

- Bring leadership to the organisation's sustainability and climate care initiatives and targets

## **8. Support-raising**

- Building partnerships with existing and potential supporters to encourage prayer, giving and volunteer support for Holidays and the wider ministry of SU Scotland. The means of doing this will be tailored according to the nature of your role and personal circumstances and an action plan agreed with your line manager but will include:
  - i) approaches to potential donors and prayer supporters to invite them to partner with you in your ministry role
  - ii) regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated

### **In common with all SU Scotland line managers:**

- Take responsibility for ensuring that staff development policies and practices are implemented for all members of staff within their area of accountability, including carrying out regular coaching conversations and development reviews.

### **In common with all SU Scotland employees:**

- Further the aims and activities of Scripture Union Scotland.
- Take part in other Scripture Union activities where appropriate.
- Demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

### **Occupational Requirement**

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9). This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

**Appointment will be subject to a satisfactory PVG Scheme Disclosure and references.**

**PERSON SPECIFICATION  
Chief Financial Officer**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Character</b>		
Committed to the servant leadership model of influencing others and getting things done	✓	
Passionate about sharing the gospel with people of all ages	✓	
A Christian with spiritual maturity – able to provide appropriate spiritual leadership within a team (eg staff devotional times)	✓	
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of their church.	✓	
<b>Competence</b>		
At least 5 years' experience at senior management level	✓	
Strong track record in financial leadership including communication of high-quality reports to Board and senior management groups	✓	
Evidence of sharp focus on effective goal setting and rapid pace of delivery	✓	
Proven aptitude for development, communication and implementation of team- and organisation-wide strategies	✓	
Committed to continuous personal development and to championing the ongoing development of colleagues	✓	
Conscientious, resourceful, reliable with high levels of initiative.	✓	
Exceptional numeracy, literacy and communication skills.	✓	
Ability to delegate effectively and support other managers to be effective in their roles	✓	
Awareness of current developments and trends in fundraising	✓	
Awareness of current developments and trends in IT	✓	
Experience of interacting with charity fundraising / support development functions		✓
Experience of overseeing IT functions		✓
Understanding of local church and parachurch ministry contexts		✓
Awareness of wider Christian mission		✓
<b>Chemistry</b>		
Strong people and team leadership skills demonstrated by ability to work professionally with a wide range of staff and volunteers.	✓	
Gifted team leader with the ability to develop a flourishing team	✓	
Ability to inspire, think and act broadly, galvanising collective efforts across multiple departments	✓	
Self-aware team player with high levels of emotional intelligence	✓	
<b>Education</b>		
Professional finance qualification from a recognised accountancy body (CA or equivalent)	✓	
Further certificate-level qualification in a relevant area, for example fundraising, management, property		✓
<b>Other</b>		
Own transport and a full current driving licence (D1 preferred)	✓	
Able to undertake evening and weekend duties.	✓	
Able to demonstrate awareness of SU Scotland's activities	✓	

## TERMS AND CONDITIONS OF SERVICE

### 1. HOURS

The post is full time, working 37.5 hours per week. Will require some evening and weekend working on an occasional basis. The term of the post is permanent.

### 2. PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

### 3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is three months.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks until you have been continuously employed for five years. Thereafter, you will be entitled to one week's notice for each completed year of service up to a maximum of twelve weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

### 4. SALARY

£46,610 - £49,869 (dependent on experience) per annum.

You will be paid in arrears on a monthly basis, on or before the 28<sup>th</sup> of each month.

### 5. PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

### 6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by SU Scotland.

### 7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will increase with length of service.

## Possible next steps...

- If you feel this role is something that God may be calling you to apply for:
  - ❑ For a no-obligation conversation to explore the role, feel free to email [robin.maclellan@suscotland.org.uk](mailto:robin.maclellan@suscotland.org.uk)
  - ❑ For general questions, please email [hr@suscotland.org.uk](mailto:hr@suscotland.org.uk)
  - ❑ Download your application form from the relevant job page accessed via [www.suscotland.org.uk/jobs](http://www.suscotland.org.uk/jobs)
  - ❑ Submit your completed application documents through the page or by email to [hr@suscotland.org.uk](mailto:hr@suscotland.org.uk) before the closing date – **Thursday 26 January at 5pm**

**Thanks for your interest!**

[www.suscotland.org.uk](http://www.suscotland.org.uk) | [@suscotland](https://twitter.com/suscotland)

Scottish Charity SC011222

