

JOB DESCRIPTION

JOB TITLE: Director of Finance

REPORTING TO: Chief Executive

LOCATIONS: Hybrid. Home working and office based, with a minimum requirement of working one day per fortnight from our Perth office. Occasional travel throughout Scotland will be required

MAIN PURPOSE OF THE JOB:

The Director of Finance will be a key member of our senior management team, who will work closely with the Chief Executive and Board of Trustees to provide a full range of financial management expertise, to ensure we have the resources to deliver our charitable objectives. The postholder will have responsibility for delivery of Cruse Scotland objectives across Finance and related services, as outlined in the Strategy and Implementation Plan

ORGANISATIONAL DIAGRAM:

See attached

ROLE TASKS:

- **Strategic Financial Planning**
 - Set the annual budget in collaboration with CEO and colleagues
 - Contribute to advance planning of all aspects of Cruse Scotland finance and provide guidance and support as required
 - Alongside the Chief Executive, act as the interface between management and Trustees on financial matters, advising both parties.
 - Oversee the successful delivery of annual budgeting, cashflow and quarterly reforecasting processes
 - Advise on investment options to CEO and Trustees
 - Ensure financial targets are met as outlined in Strategy and Implementation Plan
 - Inform income generation and spending decisions

- **Financial Governance and Risk**
 - manage regulatory aspects of our financial governance, including HMRC, OSCR, auto enrolment and GDPR
 - responsibility for, and ensuring adherence to, internal controls, processes and procedures as set out in the organisations Finance Regulations and Schedule of Delegated Authorities
 - lead on the organisation's approach to identifying, assessing, and managing corporate risk across finance through regular review of our Risk Register
 - ensure financial stipulations through grant awards, projects and SLAs are met
 - provide best value guidance and procurement
 - work alongside the Chief Executive to ensure that the charity has sound financial control and that all internal and external requirements are met

- **Audit Management**
 - lead on Cruse Scotland annual audit
 - provide role of key contact between auditor, bank, and Cruse Scotland
 - create and maintain an asset register and manage depreciation journals in QuickBooks
 - review audit arrangements annually and research alternative options as required

- **Financial Reporting**
 - Present financial reports and information to our Board and Committees including preparation of management accounts
 - manage cashflow and maintain profit and loss sheets
 - provide and interpret reports for colleagues requiring area or project specific information
 - verify the reconciliation of day-to-day processing of incoming and outgoing payments through QuickBooks software following data processing by our Office Manager
 - introduce new financial systems and processes to meet the developing needs of the organisation
 - support the Finance and Audit Committee which comprises Trustees and CEO

- **Staff Management and Teamwork**
 - Provide motivational line management to our Office Manager
 - Ensure adequate cover for holidays and sickness and any other unforeseen absence across financial processing and management
 - Attend online fortnightly staff team meetings with full staff team
 - Show respect to Cruse Scotland colleagues and to understand and observe the COSCA Statement of Ethics and Code of Practice.

and to carry out any other duty as reasonably required by the Chief Executive, commensurate with the post. This may include duties for which the post holder has the necessary experience and/or training.

Contacts/Liaison:

Internal: Chief Executive and Board of Trustees; Office Manager; Fundraising Team; Training Manager; Director of Client Services; Area Staff; and Communications Officer

External: Banks, Auditor, HMRC, Pension Providers, Statutory Services; Partner Organisations

*Job Description Completed By: CEO
Date: January 2023*