**Job Description**

**Post Title**: Finance and Resources Manager (28 hrs)

**Based:** Working from home

**Grade**: **£40,421 – £43,487** (FTE) (Pay Award Pending)

**Pro Rata Salary**: **£32,337** plus 5 % pension contribution

**Reports to**: Chief Executive

**Main Purpose of Post**:

The Finance and Resources Manager is a member of the Senior Management Team at Down’s Syndrome Scotland (DSS) and is accountable for all financial reporting and analysis within the charity. The postholder will ensure effective systems and procedures that deliver sound financial control are in place throughout the organisation. Working closely with the Chief Executive and senior colleagues, the Finance and Resources Manager will take the lead in preparing papers and reports for the Finance and Risk Committee, which meets quarterly, and for onward reporting to the Board of Trustees. The postholder will prepare the annual Financial Statements (Annual Accounts) and Trustees’ Report and facilitate their independent audit by the charity’s appointed external auditors, in line with all regulatory obligations. The Finance and Resources Manager will lead the annual budget planning process and support colleagues to engage meaningfully in that process across all departments, as appropriate.

The postholder will also act as Company Secretary for the charity, managing all related governance and compliance matters.

The Finance and Resources Manager manages our central services including IT Support (external provider), our HR Services (provided by an external adviser) and is responsible for insurance, payroll and pension processing with the charity’s external providers. The Finance Team, led by the postholder, has two additional members of staff – a Finance and Business Support Analyst and a Finance/Admin Assistant.

**Main Duties of Post:**

* Produce reconciled monthly management accounts and support colleagues across the organisation to engage with the monthly accounts and provide explanations for any variances, as appropriate.
* Lead the preparation of the statutory year-end Annual Accounts and Trustees’ Report in line with the Statement of Recommended Practice (SORP) and facilitate the annual external audit process.
* Oversee the day to day management of income and expenditure, updating weekly cash flows and monitor all payment runs ensuring appropriate scrutiny and authorisation in line with the approved procedures.
* Maintain effective liaison with our local Branches producing and sharing quarterly reports of their financial position and engage them in local budget planning.
* Undertake monthly payroll processing with our external payroll provider ensuring accurate and complete submission are delivered to deadline
* Oversee auto-enrolment pension obligations and process all pension contributions online with the charities pension provider.
* Ensure sound systems of financial control throughout the charity and strengthen where necessary or create new procedures in line with the approved Scheme of Delegation.
* Act as the senior point of contact with the Charity’s bank(s) ensuring all bank signing authority mandates are kept up to date.
* Ensure the organisation meets its obligation in relation to the filing of Annual Accounts with Companies House and the submission of our Annual Return to OSCR (the Charity Regulator in Scotland).
* Oversee the preparation of Gift Aid claims to HMRC.
* Line-manage the Finance and Business Support Analyst and support the individual’s ongoing development.
* Work closely with the Fundraising Team to support the development of financial information for funding applications, proposals, bids or campaigns, and provide appropriate financial information for monitoring and reporting purposes.
* Ensure reconciliation of income per the accounting system (Sage) with the Charity’s fundraising database (eTapestry).
* As a member of the Senior Management Team, participate in the ongoing strategic leadership and management of the charity.
* Contribute to annual strategic planning discussions and assist all those involved to understand the financial context in which the charity operates including the preparation of budgets, cash forecasts and long-term projections based on strategic plans.
* Be responsible for the organisation’s risk management strategy and prepare and update the Risk Register for reporting to the Finance and Risk Committee and the Board of Trustees.
* As Company Secretary, provide advice and guidance to the Chair and the Board of Trustees on all relevant governance and compliance issues.
* Initiate improvements to our Governance arrangements in discussion with the Chair and the Chief Executive.
* Act as Company Secretary on Companies House and as the OSCR Principal Contact in line with Company Law and Charity Law.
* Act as the organisation’s nominated Data Controller ensuring we meet all our data protection requirements in line with GDPR regulations.
* Provide support and oversight of all supplies and services contracts including IT Support and HR Services and undertake regular reviews to obtain best value for DSS.
* To have oversight our Health & Safety requirements.

**General Tasks:**

* To undertake other reasonable duties, from time to time, in order to ensure efficient operation of the organisation.
* To adhere to the organisation’s values and policies and to carry out duties in accordance with current legislation such as Health and Safety, Data Protection etc.

**Routine Communications:**

Internal: All staff within Down’s Syndrome Scotland, Senior Management Team and Board of Directors (Trustees), local Branches, members and volunteers.

External: Our Banks, Payroll and Pension Providers, Insurance Brokers, Landlords and property agents, External Auditors, OSCR, Companies House, HMRC, Legal Advisers and other suppliers of goods and services.

**Finance & Resources Manager – Person Specification**

**It is essential that the post holder can demonstrate the following:**

1. A fully qualified accountant (ICAS (CA), ACA, ACCA, CIMA).
2. At least three years’ experience in a similar finance role with demonstrable knowledge across all aspects of finance including budgeting, reporting, cash flow and management accounts.
3. An understanding of charity accounting including SORP (Statement of Recommended Practice).
4. Adept in the use and maximisation of accounting software.
5. Understanding of the law and best practice relating to Charity Finance and Charity Governance and knowledge of relevant HMRC legislation.
6. A leader who can work collaboratively with senior colleagues, the Board of Trustees and the wider staff group.
7. Strong verbal and written communication skills with internal and external stakeholders including the ability to be a persuasive and influential communicator while being a good listener.
8. High level of IT skill including spreadsheets and databases, word processing, e-mail and internet.
9. Highly organised and a strong eye for detail.
10. Great relationship builder with strong interpersonal skills and line management experience.
11. Excellent time management skills with the ability to prioritise own workload and meet targets and deadlines.
12. Positive attitude, a passion for working in the Charity sector and a strong alignment with the values of Down’s Syndrome Scotland.

**It is desirable that the post holder can demonstrate:**

1. Some knowledge of Down’s syndrome or learning disability.

2. Some understanding of the Charity Sector in Scotland.

3. Some knowledge of central services provision including IT support and HR services.