

## Job Description

# Senior Finance Manager

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our vision is an inclusive society where we all have the opportunities to live valued and fulfilled lives. Our way of working is built on our four core values, which are at the heart of all our work and decisions:

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

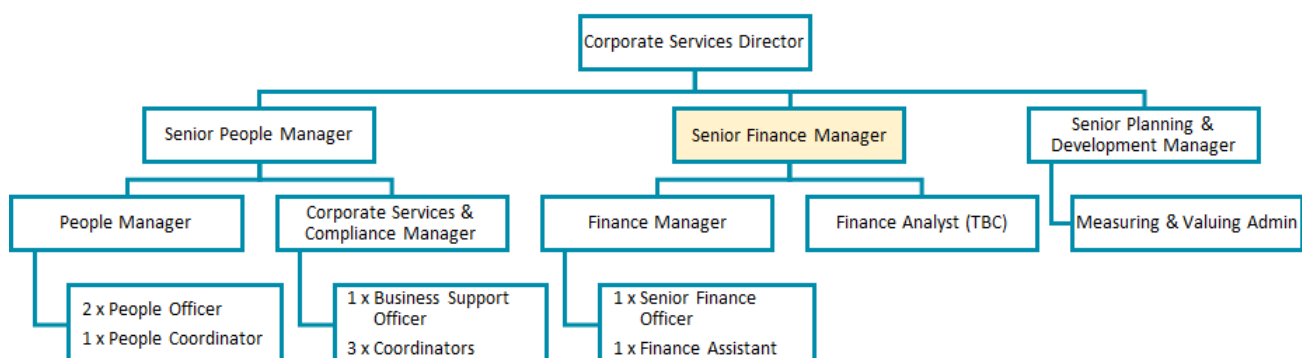
[Read about our strategic aims](#)

## 1 Overview

The Senior Finance Manager (SFM) leads the Finance department to manage our financial operations effectively and in accordance with OSCR and statutory regulations. The SFM also provides strategic insight to the Leadership Team, and practical guidance to colleagues to contribute to the achievement of our organisational objectives.

The post reports to the Director of Corporate Services (DCS) and works closely with members of the Cyrenians Leadership and Senior Management teams, and with Corporate Services colleagues.

Cyrenians has an organisational budget of c£8m. This funds more than 60 services and projects, delivered by our 200 staff and 500+ volunteers. Corporate Services is structured as follows:



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## 2 Main Aims

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The role has overall responsibility for financial and management accounting including sales, purchase and nominal ledgers, payroll, cash management, internal reporting and financial systems.

The jobholder will liaise with external parties such as auditors and the bank, with trustees and staff of the charity.

They will be responsible for reporting to the Leadership Team and trustees on the financial position, providing strategic financial support to senior managers and supporting the finance manager in reporting to budget holders and funders.

They will contribute to income strategy and multi-year financial planning, undertake critical review of budgets for new projects, prepare statutory accounts and other statutory returns, lead on the annual audit, and ensure that a robust control framework is in place.

The post holder will directly manage two members of the team (one of these is a proposed new role, not yet recruited) and take overall responsibility for the wider finance team. They will ensure that the correct roles and skills are within the team and coach the team members, developing their knowledge and skill sets, and they will promote a positive culture of continuous improvement.

We are introducing additional capacity into the finance team and the post holder will be expected to identify and implement improved processes and controls and delegate work effectively within the team.

The role requires a strategic view to ensure that financial operations are aligned to Cyrenians' strategic plan, as well as an awareness of external/environmental influences which might impact the charity. As part of the Senior Management Team, the post-holder is required to work with peers on cross-organisational and strategic themed topics.

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## 3 Responsibilities

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### 1. Leadership

- Demonstrate Cyrenians' values and relationship-based approach in all interactions.
- Take a lead role in delivering Cyrenians' overall strategic aims, building links between services.
- Participate in learning, development and training and support the Finance team members to do so.
- Be a collaborative and effective member of Cyrenians' Senior Management team, and work on organisation-wide initiatives as part of that team as appropriate, including some outside the direct remit of the post.

### 2. People management and development

- Provide leadership, support and guidance to all direct reports and the wider Finance team.
- Ensure team and individual operational objectives align to Cyrenians' strategic plan.
- Provide line management that adheres to HR policies and procedures, including regular 1:1 meetings and support.
- Ensure that all staff within the team have the skills and learning opportunities to be highly effective in their roles, and are coached and supported to develop.
- Ensure that there is knowledge transfer and cover for key roles and responsibilities within the team.

### 3. Financial management

- Ensure that full financial controls for income, expenditure and balance sheet are developed, implemented across the team and regularly reviewed.
- Ensure that processes are in place to ensure accurate and complete accounting of income, invoicing and debt recovery.
- Ensure that timely and accurate taxation and other statutory returns are completed, including VAT, Gift Aid, OSCR and any other requirements identified.
- Take oversight of payroll & pension processing, ensuring that adequate controls and cover within the team are in place.
- Ensure that clear timetables (e.g. for month end, supplier payments, payroll etc.) are in place and shared as appropriate across the organisation.
- Take responsibility for bank / cash management, ensuring that appropriate funds are available at all times and recommend investment options for surplus funds.
- Prepare SORP-compliant statutory accounts ready for audit.
- Manage key financial risks to ensure regulatory and legal compliance.

### 4. Management reporting

- Lead the development and improvement of the reporting systems and processes in place across the organisation to enable flexible, multi-level reporting delivered to an agreed timetable.
- Ensure that appropriate reporting for managers, trustees and external parties is produced accurately and on time and includes analysis and commentary on the results; support team with the delivery of this.

- Ensure that the annual budget is planned and delivered on time, and that budget holders are fully engaged in the process. Provide strategic input into key budget assumptions, provide review and analysis of project budgets, and ensure that a consolidated organisational budget is prepared for presentation to the leadership team and board of trustees.
- Ensure that financial forecasts are produced as appropriate during the year.
- Provide timely ad-hoc financial information to support funding applications, reports to funders and for published reports.
- As a member of the Income Review Group, provide strategic input into prioritising funding applications in line with the income strategy and review the budgets submitted with funding applications.

## **5. Systems & Process development**

- Take primary responsibility for usage and management of the core finance system, Microsoft Business Central.
- Ensure that all key processes are documented and are fully understood by all members of the team.
- Develop and implement new reporting systems and processes as appropriate.

## **6. Health & Safety**

- Ensure Finance staff understand health and safety requirements and assume delegated responsibilities for this.
- Ensure that any health and safety or compliance breaches are promptly escalated.

## **7. Other responsibilities**

- Act as the key contact with bank and external auditors.
- Attend and contribute to the Board of Trustees-led Finance Committee.
- Deputise for the Corporate Services Director as required.

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## 4 Person Specification

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### Experience

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| • Managing multiple income streams and preparing complex budgets and management accounts.                        | Essential |
| • Analysing variances and writing commentary.  | Essential |
| • Operating modern mid-size corporate accounting systems such as Microsoft Business Central                      | Essential |
| • Developing and implementing financial controls   | Essential |
| • Processing VAT returns and a practical knowledge of VAT regulations (knowledge of partial exemption desirable) | Essential |
| • Managing and supporting staff  | Essential |
| • Developing new, and improving existing, reporting systems and processes  | Desirable |
| • Charity accounting   | Desirable |

### Skills

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| • Strong organisational skills with the ability to work independently and prioritise appropriately   | Essential |
| • Ability to learn quickly and be adaptable  | Essential |
| • Analytical and logical problem-solving ability   | Essential |
| • Ability to successfully communicate across a variety of audiences, including delivery of engaging presentations and accurate, well-written reports | Essential |
| • Excellent IT skills, particularly in use of Microsoft Excel  | Essential |

### Attributes

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| • Reliable, practical and methodical                              | Essential |
| • Patient and respectful of all people, whatever their background | Essential |

### Qualifications

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| • Professional Accountancy qualification | Essential |
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## 5 Terms & Conditions

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| <u>Employer:</u>      | Cyrenians  |
| <u>Line Manager:</u>  | Director of Corporate Services   |
| <u>Reporting:</u>     | Report against service plan and individual objectives at 1:1 meetings  |
| <u>Workplace:</u>     | Hybrid working available. Expected to have presence at Norton Park head office in Edinburgh. Opportunities to work from, and occasional required visits to, other Cyrenians locations in central Scotland as required.   |
| <u>Working Hours:</u> | 37 hours per week  |
| <u>Annual Leave</u>   | 25 days plus 10 public holidays (pro rata)   |
| <u>Salary:</u>        | £42,435 - £47,881 per annum (scale points 40 to 45)  |
| <u>Pension:</u>       | Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%) |
| <u>Status:</u>        | Permanent  |
| <u>Disclosure:</u>    | Not required   |