

## Introduction from Gregory Kinsman-Chauvet, Founder and Cycling Enthusiast Officer (CEO)

It is an inspiring time to join Bike for Good as it plans to take its award-winning programmes to a national level.

We've launched Scotland's first bike mechanic traineeship for women and non-binary and became Scotland's first [Cytech](#) training centre. As well as our fantastic New Scots project offering skills, training, and cycling activities to over 80 asylum seekers and refugees.

In addition, we've piloted the world's first impact-led bicycle subscription scheme. A real opportunity to develop this circular economy model in collaboration with other organisations. And a lot more you can find out [here](#).

Bike for Good is Glasgow's go-to community cycling organisation and one of the largest ones in the UK. We're ready to develop our most innovative solutions for the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the growth of the cycle industry, we have a fantastic opportunity for our social enterprise to grow its profit to deliver more social impact outcomes, whether as a customer or a beneficiary user. Exciting times!

*"You do not need to be a cyclist to ride a bike"*

Peter Walker, Bike Nation

We look forward to meeting candidates who are up for the unique and important challenge to take Bike for Good forward at what is an exciting time for the organisation and the cycling community in the UK.



## About Us

Bike For Good is a cycling charity based in Scotland, **our mission is:**

*We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.*

Founded in 2010, Bike For Good sells and services refurbished bikes runs maintenance classes, provides cycle training, and delivers community programmes, changing lives for the better through cycling. Bike For Good welcomes new or existing cyclists to engage with their cycling community hubs. Beneficiaries include bike lovers, curious commuters, those with physical and mental health conditions, young people, refugees and asylum seekers, and those who have never cycled before in their lives.

The organisation's funding comes from the sale, donations and grants.

The Bike For Good team comprises cycling enthusiasts, professional bike mechanics, and a dedicated delivery team working with various community centres.

More information: <https://www.bikeforgood.org.uk/>



## Vision

*“A healthy and inclusive environment where everyone in the community benefits from more people cycling”*

## Mission

*“We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.”*

## Values

### **Passionate**

We are passionate about cycling as a tool for positive change.

### **Supportive**

We work at the heart of communities, empowering people and building partnerships. To make this happen, we nurture a collaborative work environment.

### **Expertise**

We continuously develop our skills and share them with our volunteers and staff throughout the community.

### **Environmentally aware**

We protect and preserve the environment for the benefit of all.

## Strategic Themes

- People - Invest in our teams (volunteer and staff)
- Finance - Establish a financially robust Social Enterprise
- Users and customers - Deliver outstanding service
- Impact - Embed better ways to monitor and report

# Job Description

## Job Title - Finance and HR Manager

**Salary** - Grade 5 Band 1 £36,000 to £41,000 per annum

**Location** Glasgow area / hybrid

**Contract** Permanent - 37.5 hours per week (part-time will also be considered)

## Purpose

As a Bike for Good work colleague, you will be part of our vision for a healthy and inclusive environment where everyone in the community benefits from more people cycling.

We are looking for a talented Finance and HR Manager who will also be part of our Leadership Team. This role will lead the finance function and interpret data to help inform key decision-making.

The Finance and HR Manager is responsible for developing and maintaining relationships, policies and processes which are in the best interests of Bike for Good and maximising effectiveness to realise all strategic goals.

The role will support Bike for Good's all finance and HR functions. Working closely with the CEO, they will ensure that we maintain high standards in administrative and financial processes.

This is an evolving role, so the primary responsibilities may be updated as the role develops.

## Reporting Line

The Finance and HR Manager will report to the CEO.

## Key Responsibilities

### General

- Work collaboratively with the CEO and Leadership Team to shape future organisational strategy and plans which drive impact and sustainability over time.
- Work with the CEO, providing governance advice and general support to the Board of Directors, including attending board and audit committee meetings as required.
- Data Control and UK GDPR Compliance
- Ensure the charity has a robust risk framework and register.
- Lead on financial administration and performance, people strategy and HR management.

### Financial:

- Supporting the development of robust processes & internal controls for the finance function to support the organisation's needs.
- Produce timely and accurate financial information and reports (management accounts, cashflow forecast and reserves tracking) to inform ongoing service delivery management.
- Maintain financial strategy based on full cost recovery to support the strategic plan with quarterly operational forecasts to reflect ongoing and planned activity.
- Work with budget holders to prepare and monitor annual departmental forecasts.
- Ensure a robust control framework for finance which continues to build on best practices, continually improving systems to meet evolving organisational needs and technological opportunities.
- Comply with all statutory financial and charitable requirements.
- Facilitate financial awareness and management by colleagues.
- Provide financial and organisational information for funding applications and tenders.
- Prepare VAT returns and oversee gift aid claims.
- Assist in annual audits.

### HR

- Assisting with recruitment administrative tasks, including job advertising.
- Oversee payroll services (delivered externally).
- Guide colleagues as appropriate.
- Assist with staff onboarding and offboarding

Any other relevant activity as required.



## Person Specification

### Knowledge & Experience

- Experience in following procedures to ensure accuracy and confidentiality
- Knowledge and experience of charity accounting
- Experience with budgeting
- Experience in producing management accounts, analysis against budgets & forecasting
- Experience with Digital tools for HR and Finances: Xero, BrightHR or similar
- Understanding of finance best practice
- Experience working within a similar role and sector





### Skills

- Have excellent organisational skills with the ability to structure processes and set up efficient systems
- Ability to act with confidentiality, tact and discretion
- Be consistent and accurate and have an eye for detail
- Have excellent numerical skills and knowledge of excel
- Learn quickly, be adaptable, flexible and able to work in an ever-changing context
- Good communication skills including writing reports and procedures
- Data analysis and interpretation skills
- Be able to take initiative

the job description is current at the date of issue, however, is subject to updates and changes throughout the recruitment process and beyond.



## Bike for Good Benefits, Reward and Recognition Provisions.

Pension Scheme	Eligible employees are automatically enrolled in Nest's Bike for Good Pension scheme within three months from their start date. At present, Bike for Good contributes 3%, with employees contributing 5% (less tax relief)
Stress Counselling Helpline	Confidential service is provided by a team of Counsellors who are qualified and experienced in assessing work-related problems.
Annual Holiday	37 days per leave (pro rata for part-time staff)
Enhanced Sick and absence pay	Company paid sickness absence in accordance with the Absence from Work Policy.
Enhanced Jury Service	Full salary paid during Jury service minus deductions for expenses received from the court.
Bike Purchase / Cycle to Work Scheme	
Staff Discounts on Cycling Goods and Services	
Flexible working Practices	
Long service recognition - 5, 10 and 20 years	

Staff Survey Have your say in the quarter and annual anonymous staff surveys.

## How to Apply

Please complete our [online equal opportunities form](#)

And fill in the attached application form OR send your CV to:

[bobbie.ollerenshaw@bikeforgood.org.uk](mailto:bobbie.ollerenshaw@bikeforgood.org.uk).

DEADLINE: Sunday 9th of July 2023 at midnight

If you require further information or a confidential discussion, please contact us.

Bike for Good is committed to ensuring that people under-represented in cycling are supported and encouraged at every step in their cycling journey. To achieve this, we want to build an inclusive and representative community, both within our organisation and in the communities we work. As an organisation, we are committed to attracting, developing and retaining the best people for Bike for Good and the communities we serve. Everyone will be respected and valued for their contributions.

We encourage people that identify with a marginalised background to apply for our roles. However, all applications are welcome and will be treated fairly and equally.

Please contact us for additional support or information to aid your application.

You can read more about our work to increase diversity and inclusion in cycling here on our website: <https://www.bikeforgood.org.uk/about-us/equality-diversity-and-inclusion/>

Bike for Good are a Disability Confident and Real Living Wage Employer.

