

Finance Manager

POST	Finance Manager
EMPLOYER	VOCAL - Voice of Carers Across Lothian
SALARY	SCP58, £18.13 p/h £34,057 annually VOCAL will match up to 6% pension contribution 33 days paid leave plus six fixed public holidays
HOURS	36 hours per week
LOCATION	The postholder will be based at VOCAL's Carer Hub, 60 Leith Walk, Edinburgh, EH6 5HB with occasional travel to VOCAL's Midlothian Carers Hub in Dalkeith.

Purpose of the Post

The postholder will provide accountancy and financial management support to VOCAL and its business operations and social enterprise developments by:

- maintaining and developing financial controls and administration systems
- implementing internal finance policies and contract management to support sound financial decision making across the organisation
- supporting the budgeting process and fundraising initiatives
- lead the annual audit and liaising with auditors
- overseeing the financial administration and payment of microgrants to carers
- providing financial reports and forecasting to VOCAL Board and senior managers
- supporting and line managing a small finance team
- supporting VOCAL's CEO and Treasurer in the financial operations and financial governance of the organisation.

About VOCAL

VOCAL is a carer-led organisation acting as a voice for carers and providing a wide range of services to carers in Edinburgh and Midlothian. VOCAL has charitable and limited company status and is supported by a Board of Trustees, 65 paid staff and over 60 volunteers, including professional counsellors. The organisation operates mainly from two Carer Centres in Edinburgh and Midlothian, supported by staff who are co-located in different localities.

VOCAL's operations have grown rapidly over recent years with increasing demand for carer support. A dedicated and experienced finance team deliver on the financial management, operations and reporting required to support this work. VOCAL's accounts are run on XERO accountancy software.

VOCAL is the lead carer agency in Edinburgh and Midlothian, holding key carer contracts in both local authorities. In addition to VOCAL's main carer contracts, the organisation receives grant funding and income from a range of sources, undertakes fundraising initiatives, appeals and social enterprising activity and well as administration of microgrants to carers. The postholder will work in a dynamic team of professionals and will benefit from a strong team spirit and the job satisfaction of supporting local carers.

Job Description

Role and responsibilities of the post

1. Operations and staff management

The postholder will have lead responsibility for

- maintaining and reporting on VOCAL's accounts and day-to-day financial operations, ensuring effective practices and procedures are in place
- compiling salary and pension documentation and liaising with (out-sourced) payroll service; calculating salary and pension contributions; paying pension contributions and liaising with pension companies
- checking invoices, paying accounts, liaising with creditors and debtors, monthly bank reconciliation
- developing and implementing financial procedures and monitoring staff compliance
- ensuring all recording and financial systems are maintained accurately and are completed methodically
- maintaining and administering online cash accounts
- preparing the annual audit file and associated paperwork and assisting auditors with fieldwork and queries
- providing administrative support and minute taking for VOCAL's Finance Committee
- line management of Finance Assistants
- managing the accounts of the Coalition of Carers in Scotland

2. Financial planning and income generation

The postholder will:

- prepare monthly reports and cash-flow projections for CEO, Treasurer, Finance Committee and Board of Directors and specific finance reports to managers.
- support financial planning and forecasting linked to VOCAL's Business Plan and strategic objectives
- regularly review external business contracts to ensure effective service and efficient use of resources, identifying and recommending cost and time saving measures
- support the financial administration for fundraising initiatives by working with VOCAL's Partnership Development Officer to monitor income, reconcile accounts and manage gift aid contributions
- support the financial administration of VOCAL's social enterprising activities including internal projects Treasure Tree and Wee Breaks Enterprise
- produce reports and budgeting for fundraising applications and service tendering as required
- provide verbal and written reports as required by the Chief Executive or Treasurer
- support the annual updating and filing for OSCR and Companies House registers

3. Quality Assurance

The postholder will:

- ensure good practice is followed with all finance processes, undertaking regular quality monitoring and providing reports to CEO and Treasurer

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- ensure all financial systems, controls and policies are fit for purpose and adhered to, review and suggest improvements to internal systems as required
- develop relevant financial policies and procedures to ensure the financial governance is strong and transparent across the organisation, and compliant with existing quality systems
- be aware of any areas of organisational risk and advise on improvements, support the organisation's risk management processes
- maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the CEO and Board on implications
- Work with VOCAL Senior staff to contribute to VOCAL's good governance procedures

The postholder will be expected to carry out other non-recurring duties as arise from time to time, and to help cover carer centre duties as part of a team.

The postholder will assist VOCAL to promote equal opportunities policies to advance equality of opportunity and reduce discrimination.

Staff Management, Development & Accountability

The post holder will benefit from a structured induction programme within the first month of appointment, followed by a six-month probation period.

For line management, supervision and support the post holder will report to VOCAL's Chief Executive Officer.

All VOCAL employees are ultimately accountable to VOCAL's Board of Directors.

VOCAL acknowledges its responsibility to help identify training needs of staff members and to allow reasonable time and resources for staff training, where such training furthers the duties and responsibilities of the post.

Emphasis is placed on team accountability, professional responsibility and mutual support.

The post holder will be based at the VOCAL Edinburgh Carers Hub, but will be expected to carry out a range of duties at different locations across Edinburgh.

The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.

Conditions of Service

The post is 36 hours per week and may include some evening or occasional weekend work.

VOCAL offers a range of contractual benefits, including:

- generous annual leave entitlement of 33 days plus six public holidays (pro rata for part-time staff). This increases with length of service.
- a 6% pension contribution which increases with length of service
- enhanced maternity, paternity and adoption pay
- paid Carer's Leave
- enhanced sick pay
- Cycle to Work Scheme.

Person Specification

Experience and qualifications		A/I/T
E1	Relevant financial/business qualification, minimum five years professional experience	A/I
E2	Experience in a comparable finance or accountancy position	A/I
E3	Extensive experience and competence in producing monthly, quarterly accounts with budget variances which take into account accruals and prepayments	A/I
E4	Experience of charity accounting and preparing and organising the annual auditing process including working closely with auditors	A/I
E5	Experience in the line management of staff	A/I
<i>Knowledge, Skills and Ability</i>		
E6	Knowledge of acceptable service standards, policies/procedures and best practice in corporate governance and financial management and charity operations	A/I
E7	Current working knowledge of the relevant legislative framework and operating environment as it relates to charity finances	A/I
E8	Strong technical, problem solving and analytical skills	A/I
E9	Proven organisational abilities and ability to manage competing priorities	A/I
E10	Strong communication and writing skills and the ability to effectively convey information to various internal and external stakeholders	A/I
E11	Ability to establish rapport, trust, and effective professional accountability	A/I
E12	Ability to listen attentively and communicate sensitively and clearly	A/I
<i>Digital Competence</i>		
E13	Experience using Xero accountancy software	A
E14	High competence in digital and blended communication and excellent operational knowledge and experience of Windows 365 applications and the Microsoft Office environment, including SharePoint, Teams, Word, Excel, PowerPoint	A
<i>Commitment to Equal Opportunities</i>		
E16	A good understanding and commitment to equality and diversity	A/I
<i>Other</i>		
D1	Accounting qualification CSBM, ACA, ACCA, CIMA or CIPFA equivalent	A
D2	Knowledge of VAT	A/I
D4	Experience of working with Stripe, Sumup or comparable software	A
<i>E = Essential; D = Desirable Assessed by: A = Application; I = Interview; T = Test</i>		

