

Change our world for the better.

Change yours too.

Finance Manager (Maternity Cover)

Fixed term to 31 March 2025 | Salary: £35,748 - £40,000 | 35 hours per week | Based Stirling/hybrid

Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for.

If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max) we will need both by midnight 5th of November.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings something different, and we just might be looking for yours.

Who we are

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make: small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing.

But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people; communities and our planet thrive.

What we do: Our projects

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.

What we offer

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.

See the full list of staff benefits in appendix 1.0

What you'll do

As our Finance Manager, you will work alongside the Executive Director and Senior Leadership Team to lead on the strategic financial planning and policy development for the organisation. You will also support FEL's Board in its financial governance role by providing accurate and timely information in an accessible format. Ensuring FEL is compliant with all statutory accounts and charitable regulations is also critical to the role, as well as ensuring our compliance with all grant funding obligations.

You will have experience of working within a dynamic and expanding organisation. A pro-active, flexible and adaptable approach will be essential as you support an organisation with people, communities and the planet at its heart.

You will have exceptional organisational skills, be comfortable line managing a small team and have the ability to proactively respond to changing funding landscapes.

Alongside the Executive Director, you will help deliver and develop a comprehensive corporate support function for the organisation, reflecting the ambitions the Board and Leadership team have for FEL's continued growth and long-term sustainability.

Financial Management Responsibilities:

You will manage all aspects of accounting and financial management for the organisation, including the development of a framework for policies and procedures, approvals and authorities, and overall corporate protocols related to budget development, forecasting and monitoring processes, fund collection and reporting, and preparation of statements and other financial and ad hoc reports

We work in a hybrid way at FEL, with flexibility around office and home-working, depending on the needs of the charity. You'll be based at our main Stirling offices but may need to work at our other hubs from time to time.

See the full job description in appendix 2.0

What we're looking for

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So, we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

This role is key to the efficient running of the Senior Leadership Team and is central to achieving a stable, impactful and effective organisation, so you'll need at least two years' experience in administration. You'll have great organisational, file and financial management skills, good knowledge of compliance within the community and voluntary sectors, and experience in human resources. If you can add Board reporting and minute taking to that list, even better.

We'll also want you to be an excellent communicator and have the ability to prioritise your workload effectively. Solid IT skills and knowledge of Microsoft Office programs are another must, and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!

We expect all employees and volunteers to share FEL's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

See the full person specification in appendix 3.0

What next?

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We'll need your application by midnight on 5th November.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email emily@felscotland.org to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

Appendix

1.0 Full Staff Benefits

- A competitive salary
- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution
- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave.
- A range of excellent family friendly policies, including those that promote a work life balance

- An inclusive workplace which strives for equality, diversity and inclusion for all, for example we are part of the Scottish LGBTI+ Rainbow Mark initiative.
- The potential to work in a hybrid way to support work life balance, where appropriate and meets business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

A wide range of employee benefits available to you:

- Access to Cycle to Work Scheme, up to the value of £1500
- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

2.0 Full Job Description

Key Responsibilities:

- Ensure financial systems, controls and policies are fit for purpose and adhered to
- Support the preparation of annual budgets for the Board to include cash flow and quarterly forecasts
- Prepare clear reports, P/Ls, and monthly management accounts on a timely basis and discuss performance against budget with the Senior Leadership Team
- Prepare clear financial management reports for the board
- Manage the Finance Officer

- Oversee day to day accounting, cashflow, banking, payment, and reporting functions in accordance with company and charity regulations
- Lead on the coordination of financial grant management across the organisation and ensure compliance with all funding agreements
- Lead on the annual audit and delivery for FEL
- Support the organisation's risk management processes
- Oversee the preparation and processing of monthly payroll, including pension
- Oversee the management of organisational contracts and financial commitments including insurance, utilities, and timely payment of invoices
- Work collaboratively with FEL staff to ensure financial processes and procedures are being followed in accordance with the annual funding cycle
- Support staff to manage their project funding
- Support the development and evaluation of annual operating budgets ensuring all budget holders understand and manage budgets successfully
- Provide financial modelling for funding applications as required

Stakeholder Engagement:

- Build and maintain positive relationships with internal staff and external partners and key stakeholders
- Report to and attend Senior Leadership Team meetings
- Report to and attend quarterly Board meetings
- Report to and support Board's Finance and Risk Sub Group, providing financial reports and summaries for submission to the Board Other
- Maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the CEO and Board on implications for FEL Scotland
- Other duties as may arise from time to time which are commensurate with the post

Line Management Responsibility

The Finance Manager will have line management responsibility for the Finance Officer.

Organisational Responsibilities

- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for the organisation
- Always promote and present the organisation in a positive manner.
- Ensure consistent branding across all FEL communications.
- Conduct regular and effective supervision and appraisal with direct reports.

3.0 Person Specification

Qualifications

- Educated to degree level or equivalent in a Business or Accountancy degree (D)
- Three years' experience in accounting, financial management and administration (E)

Knowledge/expertise

- Knowledge of business financial accounting (E)
- Knowledge of the Community and Voluntary sectors (D)
- Knowledge and experience of human resources (E)
- Line management experience (D)

Skills/abilities

- Excellent interpersonal skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Strong understanding of human resources and payroll (E)
- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Proven office organisational and file management skills, strong ability to multi task (E)
- An ability to prioritise, plan and organise work in a busy environment (E)

- Willingness to work flexibly in response to changing organisational requirements (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of reporting to a Board (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

Personal attributes

- Enthusiasm and commitment (E)
- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

E = Essential

D = Desirable