



INSPIRING SCOTLAND

POSITION PROFILE

Part-time Finance Director



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Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. Our business model combines financial support for individual organisations alongside tailored development support. This approach helps organisations to increase the scale and effectiveness of their activities and to build greater capacity and resilience.

Our vision is for every person in Scotland to enjoy a happy, healthy life free from poverty or disadvantage. We believe Scotland's voluntary sector has a transformative effect on the lives of those who live in Scotland who otherwise may struggle due to life circumstances, poverty, or other disadvantages. We are inspired daily by the commitment and drive shown by people working in the voluntary sector, and the people they support. We are driven to be more effective, to listen to those we work with, and to change and adapt to achieve greater impact. We believe in harnessing the power of all sectors and long-term funding to make lasting changes in people's lives.

Since its beginning in 2008 Inspiring Scotland has raised money from private individuals, trusts, and foundations, as well as the Scottish Government, and invested it in funds addressing specific themes, nurturing partnership through shared goals and interests. We currently support over 500 charities across 18 social-impact funds as the fund owner or the delivery partner/fund manager. In 2022-2024 we managed over £42.6m of investment in charities and not-for-profit organisations.

Our values drive all that we do:

- We are bold – We strive for a better Scotland
- We are knowledgeable - We work together and get results
- We are compassionate – We believe in opportunity for everyone
- We are effective – We change lives for the better

One of the main reasons for Inspiring Scotland's success is its people, who have been attracted from roles across the private, public and third sectors by the opportunity to make a difference and work for an organisation that is forward-thinking, and people-focused.

As an organisation, we believe that providing job satisfaction and a work-life balance for our staff is the right thing to do. This has been recognised through winning numerous industry awards including the Institute of Directors Award for Family Friendly and Flexible Working and Scotland and the UK's most Family Friendly Third Sector Employer.

For more information, please visit: www.inspiringscotland.org.uk

Our Funds

We work across several policy areas, from survivor support to youth unemployment, to tackle poverty and disadvantage across Scotland in a comprehensive way. We want to make Scotland a better place. Each thematic fund, each organisation, network, and every person within it works towards that goal. Together, we are greater than the sum of our parts.



Youth Action Fund: A long-term initiative dedicated to transforming the life chances of young people in Scotland by bringing together charities that provide young people with real opportunities to develop life skills, discover what they value and become work-ready.

Our Future Now: This fund aims to help a generation of young people in Scotland flourish through education, employment, and training. The successor fund to 14:19, Our Future Now builds on a 10-year track record in helping to reduce youth unemployment, working with 12 high-performing and high-potential charities active across 24 geographical areas.

Link Up: Through Link Up, people living in some of Scotland's most deprived communities are working together to end generations of disadvantage and stop the cycle of poverty.

Thrive Outdoors: We support communities, charities, schools, outdoor organisations, and public bodies to collaborate, innovate and develop in outdoor play and learning. We are committed to using our experience to empower and equip families, childcare professionals and educators with the confidence, enthusiasm, and skills to encourage and support our children and young people to play and learn outdoors.

Willow Den: Willow Den is Inspiring Scotland's outdoor nursery trading subsidiary. It was created as part of our mission to increase the number of high-quality outdoor nursery settings across Scotland. Willow Den currently has two settings, one in Edinburgh at Spartans, and the other at the Falkirk Wheel.

intandem: intandem supports some of Scotland's most vulnerable young people by helping them to build a consistent, trusting relationship with a positive adult role model.

SiRD: Self-directed Support empowers people to be equal partners in their care and support decisions and to participate fully in all aspects of life. Support in the Right Direction (SiRD) funds organisations across Scotland to deliver independent support to people and carers accessing social care, and to support them to exercise choice and control over that care.

CashBack for Communities: Scottish Government's CashBack for Communities programme tackles Scotland's inequalities by raising the attainment, ambition, and aspirations of disadvantaged young people.

Increasing Understanding of Autism Fund: Through the Increasing Understanding of Autism Programme, we are aiming to make Scotland a more accessible, inclusive, and understanding place for autistic people to learn, work and live.

Survivors of Childhood Abuse Support Fund: This fund supports the recovery and resilience of survivors by enhancing the capacity and capability of third-sector and community-based organisations which provide dedicated support.

Building Brighter Futures Fund (BBFF): This fund aims to support the most disadvantaged young people furthest from the labour market by providing opportunities to gain the skills and confidence to succeed through education, training, and employment, throughout Scotland. The BBFF is funded by Hub Community Foundation (HCF) and managed by Inspiring Scotland.



Inspiring Inclusion - Learning Disabilities: This fund supports charities and social enterprises from the learning disabilities sector to improve their resilience and sustainability so they can deliver on key aspects of national learning disability policy and strategy including the Towards Transformation Plan.

Perinatal and Infant Mental Health: This fund has been set up to provide crucial help for mothers, infants and their families who require mental health support. The fund is open to third-sector organisations so they can provide enhanced peer support, parenting support and perinatal counselling services during pregnancy and in the early stages of life.

Creative Communities: In 2023 Creative Communities Glasgow was launched providing funding and support for community-led arts projects in the city over two years. Creative Communities Glasgow is funded by the Glasgow Community and Place Fund, part of the UK Shared Prosperity Fund.

Delivering Equally Safe: A Scottish Government funding programme supporting third-sector organisations and public bodies to contribute to the objectives, priorities, and outcomes of Equally Safe - Scotland's strategy to prevent and eradicate violence against women and girls.

Equality and Human Rights: This fund supports organisations tackling inequality and discrimination, furthering equality, and advancing the realisation of human rights in Scotland.





Job Title:	Finance Director
Reports to:	Chief Executive
Location:	Edinburgh

As the Part-time Finance Director (0.6 FTE) you will be focused on optimising Inspiring Scotland's financial performance and strategic position whilst also maintaining the smooth operation of finance, HR, IT, facilities, and governance.

As a key member of a small Executive Team, you will directly contribute to the strategic and operational decision-making process and ongoing development of the organisation.

Key Responsibilities

- Line management and colleague development responsibilities for the Financial Controller (Part-time), Finance Business Partner, Human Resources Administrator and Projects & IT Executive
- Reviewing the monthly management accounts completed by the Financial Controller
- Provide appropriate financial analysis to support the setting of priorities for the organisation and recommendations to the Board of Directors
- Overseeing the financial budgeting and re-forecasting processes, including explanation of key variances and risks
- Work with the Human Resources Advisor to ensure the smooth operation of HR maintaining appropriate HR policies and records including the induction process for new starters
- Undertaking financial modelling and scenario planning activities to assess new opportunities and directly influence pricing conversations
- Company secretarial duties ensuring compliance with all legal and statutory legislation
- Providing financial support and analysis to the individual social funds operated by Inspiring Scotland
- Convene, prepare papers, and present relevant and appropriate financial information and reports at quarterly board meetings and Audit Committee meetings
- Delivery of the annual statutory accounts under SORP, including engagement with external auditors (RSM)
- Ownership of risk management, encompassing both the risk register and ongoing review of financial controls
- Ensuring that funds raised from donors are correctly claimed and accounted for and that Inspiring Scotland's grant-making is carried out in a controlled and efficient manner
- Maintaining and developing appropriate networks including auditors, bankers, insurance brokers, and employee benefit providers, whilst also promoting Inspiring Scotland more generally
- Oversee the development of IT strategies aligned to the overall strategy, delegating responsibility to Projects and IT Executives as appropriate



- Provide support to colleagues and embrace responsibilities and activities out with your functional remit and responsibilities
- Maintain strategic and operational oversight of Willow Den, Inspiring Scotland's trading subsidiary, which offers funded high-quality outdoor play-based learning for children aged three to five years in a range of settings throughout Scotland
- In addition to these key responsibilities, the role will require the successful candidate to undertake several ad hoc financial tasks

Work Environment

- We offer a positive and supportive work environment, alongside regular training, and development opportunities. You can read more about our values on our website here: <https://www.inspiringscotland.org.uk/who-we-are/our-values/>
- We have an active wellbeing programme led by the staff team, as well as a calendar of social events and team-building days
- For Inspiring Scotland, flexible working is the norm and is more than just working from home. As an award-winning family-friendly and flexible employer, we aim to promote a good work-home life balance for all employees





Person Specification

You will be a fully qualified accountant (CIMA/ACCA/ACA/CIPFA) with a proven track record of robust financial management gained within the private, public or third sector. With direct involvement in providing financial information and analysis to allow informed decision-making at both executive and ideally board level, you will also be an accomplished communicator able to build and maintain strong working relationships with a range of stakeholders.

A 'Self-starter' and results-driven, it is likely the successful candidate will have experience working in a position where they have been used to taking on a range of responsibilities and balancing several competing priorities.

Highly organised, systematic, pragmatic, and flexible you will be able to demonstrate:

- Excellent track record in financial reporting and forecasting
- Strong analytical skills with the ability to get "behind the numbers" allowing informed and commercial decisions
- Excellent communication and influencing skills coupled with the ability to develop and maintain relationships with key stakeholders
- Strong attention to detail and accuracy
- Proficient use of Excel with knowledge of XERO accounting package beneficial

Above all else, Inspiring Scotland is looking for more than simply an 'Accountant'. We want someone who:

- Shares our passion to make a difference
- Is enthusiastic and brings their contribution to a vibrant and effective charity
- Is excited to be part of a unique and successful organisation
- Will fully embrace a flat structure, show initiative, and thrive within a culture of flexibility
- Will share our values, by being bold, compassionate, knowledgeable, and effective





Remuneration

Salary:	£70,000 - £75,000
Pension:	Stakeholder pension scheme (9.25% employer contribution)
Holidays:	38 days (including 8 days public holidays & 1 non-working day)
Other Benefits:	Full private medical insurance (with the option to include family members) CashPlan Medical Benefits 4 x salary Death in Service cover Cycle-to-work scheme with shower facilities available in the office

The Recruitment Process

The recruitment process is being handled by Livingston James

Douglas Adam at Livingston James will conduct first-stage interviews prior to discussing candidates with Inspiring Scotland at the shortlist meeting

Interested candidates should provide a tailored CV and covering letter, outlining interest and suitability, to douglasadam@livingstonjames.com

