



## Business Manager

1. BUSINESS MANAGER	
JOB TITLE:	Business Manager
LOCATION:	Flexible with capacity for home working and office based. (Leith, Edinburgh)
REPORTS TO:	Chief Executive Officer
SALARY	£31,819 FTE
HOURS:	17 hrs per week Flexible in agreement with manager, with potential for growth.
DURATION OF POST:	Ongoing whilst funding remains in place (initially funded 24 months)
ANNUAL LEAVE:	35 days per year (pro rata) inclusive of public holidays
BENEFITS	Paid membership of Employee Health Cash Plan

2. JOB PURPOSE
<p>YMCA Edinburgh are on a journey of growth and development. Our core services provide connection, positivity and support to children and their families in Leith and across Edinburgh. Committed to helping contribute to a society where all children grow up with the love and support needed to develop and thrive, YMCA Edinburgh have launched a 3 year strategy focussed on sustaining, developing and growing their impactful services.</p> <p>To help reach our aspirations, the organisation has introduced a new structure, led by the introduction of a new CEO role. The post of Business Manager will be integral to this structure, providing the board, CEO and wider organisation with the Business support required to confidently go forward and deliver more of the services our community say they need.</p> <p>The Business Manager will work alongside the CEO to take responsibilities over Finance, Payroll, HR administration, Contracts and Risk Management of YMCA Edinburgh.</p>



**3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:**

1. Overseeing all aspects of finance including producing management accounts, supporting CEO with budgets and tracking spend against budgets and grants, preparation of accounts for audit process, financial processing, payroll and bank payments.
2. Maintaining HR records using online system, working with HR advisors to produce HR documentation i.e. contracts, support staff recruitment and induction process.
3. Supporting good governance and risk management of the organisation through working with board and CEO to maintain/update policies, comply with data storage requirements and manage relevant records/files.
4. Support with the acquisition and management of contracts with suppliers, and oversee membership of associated bodies.
5. Support CEO and board with secretarial support as required.
6. Working with CEO to have general oversight over YMCA premises and associated Health & Safety.

- *This Job Description is not an exhaustive list of required activities but an indication of the duties and responsibilities required to fulfil the remit in a satisfactory manner.*

**Person Specification begins on next page.**



**YMCA EDINBURGH Person Specification  
Business Manager**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<p><b>EXPERIENCE</b></p>	<p>Significant experience in both day-to-day accounting and financial oversight over an organisations finances.</p> <p>Overseeing payroll.</p> <p>Using online accountancy software i.e. Xero.</p>	<p>Working within the voluntary sector.</p> <p>Reviewing and developing policies/procedures.</p> <p>Managing HR administration and processes.</p>
<p><b>CORE SKILLS</b></p> <ul style="list-style-type: none"> <li>• ORGANISATIONAL SKILLS</li>   <li>• COMMUNICATION SKILLS</li>   <li>• WORKING COOPERATIVELY AND COLLABORATIVELY</li> </ul>	<p>Ability to work independently, manage diary and organisations affairs to support the effective running of an organisation.</p> <p>Ability to communicate clearly and articulately in a variety of forms, oral, written, electronic.</p> <p>Experience in the use of ICT for communication.</p> <p>The confidence and ability to engage effectively with a broad range of groups</p> <p>Good interpersonal skills and the ability to build productive working relationships.</p>	



**YMCA**  
Edinburgh

<b>PERSONAL QUALITIES</b>	Flexible and adaptable. Ability to prioritise and to cope with demands. Significantly high levels of self-motivation.	Evidence of the ability to work in a demanding environment with minimal supervision.
<b>VALUES</b>	Commitment to working with integrity, honesty and empathy. Understanding and accepting of others, working within the ethos and values of the YMCA movement.	
<b>QUALIFICATIONS &amp; KNOWLEDGE</b>	Recognised accounting qualification/experience.	Evidence of undertaking opportunities for personal and professional development in a range of relevant areas.