



## [Finance Manager Description]

---

**Job Title:** Finance Manager  
**Hours of Work:** Part Time 21 Hours. (Days subject to service requirements)  
**Duration:** One Year with Extension Subject to Funding.  
**Probation:** Three Months.  
**Reporting to:** CEO  
**Salary:** £28,850 (pro-rata) with 5% increase after probation.  
**Annual Leave:** 35 days per annum (pro-rata).  
**Head Office:** 1 Springkerse Road, Stirling, FK7 7SN, with regular travel throughout Forth Valley.

### Benefits:

1. Seven weeks annual leave (pro-rata)
2. Flexible working (by arrangement with line manager)
3. Closed at Christmas and New Year
4. Pension
5. Absence Policy
6. Mileage allowance.

## About Town Break Dementia Support

At Town Break, we are committed to creating an inclusive and diverse workplace. We welcome applications from individuals of all backgrounds, experiences, and perspectives. Whether you are a professional, a student, or considering a career change, we encourage you to apply.

Our organisation values personal growth and development, providing opportunities for individuals to gain practical experience and develop their skills while supporting meaningful work.

Town Break is dedicated to empowering individuals across Forth Valley to live well with dementia. Our approach is highly personalised and holistic, focusing on the physical, emotional, and spiritual well-being of people living with dementia and their care partners. We pride ourselves on being innovative, vibrant, and resourceful, working closely with healthcare professionals and partners to ensure efficient and timely support. Our commitment to proactive and responsive care drives us to adapt continuously to the evolving dementia landscape.

Read more here: [www.townbreak.org/about](http://www.townbreak.org/about)

---

**Our mission is to inspire and enable people across Forth Valley to live well with dementia.**

**Patron: Events Host and Radio Presenter, Gina McKie [@ginaontheradio](https://twitter.com/ginaontheradio)**

Registered Scottish Charity No. SC020526  
(A Scottish Charitable Incorporated Organisation)  
Registered Office: 1 Springkerse Road, Stirling, FK7 7SN.



## [Finance Manager Description]

---

### Role Overview

The Finance Manager plays a crucial role in the financial operations of Town Break in maintaining accurate financial records, ensuring compliance with funding restrictions, and supporting efficient financial processes. This includes preparing financial reports for the Board of Trustees, managing payroll and pensions, and ensuring all income and expenditure is recorded in line with our financial policies and procedures. The post has line management responsibility.

### Service Focus

Join Town Break during this exciting phase of growth and innovation! As our Finance Manager, you'll not only oversee the financial support for our current services but also play a pivotal role in the development of our new initiatives.

We are currently in discussions with Stirling Council regarding an asset transfer that would see us relocating to a smaller Care Home. This move will enable us to enhance our existing services and introduce a fee-paying respite care service, creating a new revenue stream. Additionally, we aim to streamline our services by integrating booking through the Stirling Council portal and implementing Direct Payments for the first time.

The Finance Manager will be instrumental in ensuring due diligence and accurate budgeting for these new ventures, as well as developing and implementing necessary financial procedures. This is a unique opportunity to shape the financial future of Town Break and contribute to meaningful community services.

### Post Purpose:

The Finance Manager requires strong organisational and administrative skills, as well as the ability to provide high-quality financial support. The Finance Manager will assist the CEO and treasurer in all matters relating to the financial governance of the charity. This includes:

- Managing and maintaining the organisation's financial operations, ensuring accuracy, compliance, and effective financial management.
- Supporting fundraising efforts by providing accurate budgets, financial data, and information for funding bids and reports.
- Collaborating with the CEO and senior management to support payroll, pensions, contracts, and utility management.
- Preparing detailed financial reports for the Board of Trustees.
- Ensuring funds are allocated appropriately and in compliance with all funding restrictions.
- Supporting and line managing the Finance & Admin Co-ordinator and providing financial expertise and support to other staff as required.

---

**Our mission is to inspire and enable people across Forth Valley to live well with dementia.**

**Patron: Events Host and Radio Presenter, Gina McKie [@ginaontheradio](#)**



## Key Responsibilities

### 1. Organisation Accounts:

- Manage and monitor payments, ensuring effective cash flow management for the Bank Current Account.
- Oversee the Building Society Account, reconciling accounts and providing regular reports to the treasurer.
- Maintain cash accounting records in excel, providing monthly reports for Senior Management and the Board.
- Enter all financial data into an online accounting package in preparation for year-end financial statements.
- Collaborate with the CEO, staff, and treasurer to develop and manage organisation-wide and project-specific budgets.
- Assist with year-end accruals, financial calculations, and support external accountants during audits.
- Prepare ad hoc financial reports for the Board of Trustees, ensuring transparency and accuracy.

### 2. Payroll and Pensions:

- Collaborate with payroll providers on staff pay matters, including new hires, terminations, and pay adjustments.
- Ensure accurate and timely processing of payroll, including monthly salary payments and statutory deductions.
- Manage NEST pension scheme enrolments and removals, ensuring compliance with pension regulations and monthly contributions.
- Provide support and information for payroll-related queries from staff and management.

### 3. Financial Compliance and Reporting:

- Ensure compliance with financial regulations and funding restrictions, maintaining accurate and up-to-date financial records.
- Prepare and submit financial reports and statements as required by regulatory bodies and funding organisations.
- Monitor and manage restricted and unrestricted funds, ensuring appropriate allocation and utilisation.

### 4. Fundraising Accounting:

- Prepare budgets for funding applications and local authority funding, ensuring alignment with funding restrictions.
- Record and monitor all payments against specific funds, ensuring accurate tracking and reporting for funding reports.
- Support the preparation of financial information for funding bids, including account reserves, bank statements, and other relevant details.
- Manage and maintain a process for recording donations and fundraising event income, ensuring accurate financial records.

### 5. General Financial Administration:

- Process and reconcile mileage claims, charge card expenses, volunteer reimbursements, and staff expenses.

**[Finance Manager Description]**

---

- Review and authorise incoming invoices, ensuring accuracy and adherence to financial policies.
- Maintain and update the organisation's asset register for effective tracking and management of tangible assets.

**6. Senior Management/Governance Support:**

- Assist in the preparation of financial reports and presentations for senior management and the Board of Trustees.
- Support the CEO and board with financial planning, budgeting, and strategic decision-making.
- Provide financial insights and recommendations to improve the organisation's financial health and sustainability.

**7. Utility and Contract Management:**

- Manage utility contracts, including submission of meter readings and application for annual water charge charity exemption.
- Maintain organised filing systems for banking, insurance, leases, rates, and other relevant documents.

**8. Staff Management:**

- Provide line management, training and support as required, adhering to all internal processes.
- Provide advice and support to other staff as required in any matters relating to financial reporting.

## [Finance Manager Description]

---

### Induction and Probation

Our induction process is designed to ensure a smooth transition into your role. You will be paired with a buddy who will guide you through the Town Break process, services, and procedures. The probation period includes a structured three-month plan with monthly reflection meetings with your line manager to support your development and integration into the team.

### Person Specification

At Town Break, we are committed to creating an inclusive and diverse workplace. We welcome applications from individuals of all backgrounds, experiences, and perspectives. Whether you are a professional, a student, or considering a career change, we encourage you to apply.

Our organisation values personal growth and development, providing opportunities for individuals to gain practical experience and develop their skills while supporting meaningful work.

#### **Essential:**

- Relevant qualifications or proven experience in financial management and administration, preferably in a non-profit or similar setting.
- Strong knowledge of accounting principles, financial regulations, and best practices.
- Proficiency in using accounting software and other financial management tools.
- Excellent analytical skills and attention to detail.
- Ability to prioritise tasks, meet deadlines, and work effectively in a fast-paced environment.
- Strong communication and interpersonal skills to collaborate with internal and external stakeholders.
- Experience in managing payroll and pensions, ensuring compliance with statutory requirements.
- Ability to prepare detailed financial reports for senior management and governance bodies.
- Willingness to learn and develop new knowledge and skills as required for the role.

#### **Desirable:**

- Working with marginalised or underrepresented groups.
- Working with or supporting people with dementia or their unpaid carers.
- Experience with Teams package.
- Managing & storing electronic data in line with GDPR.

---

**Our mission is to inspire and enable people across Forth Valley to live well with dementia.**

**Patron: Events Host and Radio Presenter, Gina McKie [@ginaontheradio](#)**

Registered Scottish Charity No. SC020526  
(A Scottish Charitable Incorporated Organisation)  
Registered Office: 1 Springkerse Road, Stirling, FK7 7SN.

**[Finance Manager Description]**

---

**1. Knowledge and Skills:**

## Essential:

- Good IT skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams), the internet, and databases.
- Understanding of confidentiality, data protection, and GDPR.
- Excellent analytical skills and attention to detail.
- Ability to prepare detailed financial reports for senior management and governance bodies.
- Strong communication and interpersonal skills, with the ability to communicate clearly with a wide range of audiences.
- Good organisation and planning skills, with the ability to prioritise tasks, meet deadlines, and work effectively in a fast-paced environment.

**2. Personal Attributes:**

- Highly motivated and proactive, with a strong sense of initiative.
- Ability to work effectively both independently and as part of a team.
- Strong problem-solving skills and the ability to use own initiative.
- Commitment to continuous professional development and learning.
- Strong commitment to the values and mission of Town Break.

**Additional Requirements:**

- An understanding of and commitment to equal opportunities.
- Commitment to work alongside and support volunteers.
- Ability to build and maintain relationships with internal and external contacts.
- Ability to work well under pressure and adapt to changing priorities.



## [Finance Manager Description]

---

### Town Break's Values

Our purpose, vision, and values underpin everything that we do at Town Break. They define us and set the tone for the way we work.

#### **Our Mission:**

To inspire and enable people across Forth Valley to live well with dementia.

#### **Our Purpose:**

To provide a highly personal and holistic approach that places the physical, emotional, and spiritual well-being of people living with dementia and their unpaid carers at our heart. This means that we can achieve something special.

#### **Our Vision:**

To draw on our 30 years of experience, working together to create lasting positive impact to make it possible for people to live well with dementia.

#### **Our Values:**

- **Bold:** We are brave and courageous, challenging stigma and looking for better ways to make a difference. We embrace change and are innovative.
- **Expert:** We learn from each other and are open to new ideas, continually striving to develop our knowledge and skills to deliver high-quality services.
- **Ambitious:** We strive to be the best we can be, going the extra mile to make a positive difference in the lives of people living with dementia.
- **Together:** We value diversity and work collaboratively, ensuring everyone's voice is heard and treated with respect. We care about each other and take pride in our work.

---

**Our mission is to inspire and enable people across Forth Valley to live well with dementia.**

**Patron: Events Host and Radio Presenter, Gina McKie [@ginaontheradio](#)**

Registered Scottish Charity No. SC020526  
(A Scottish Charitable Incorporated Organisation)  
Registered Office: 1 Springkerse Road, Stirling, FK7 7SN.