



**SOCIAL  
ENTERPRISE  
ACADEMY**

One becomes many

# **FINANCE MANAGER RECRUITMENT PACK**

**Closing date: 12pm Wednesday 03 July 2024**

**Interviews: Week commencing 15 July 2024**



Australia



India



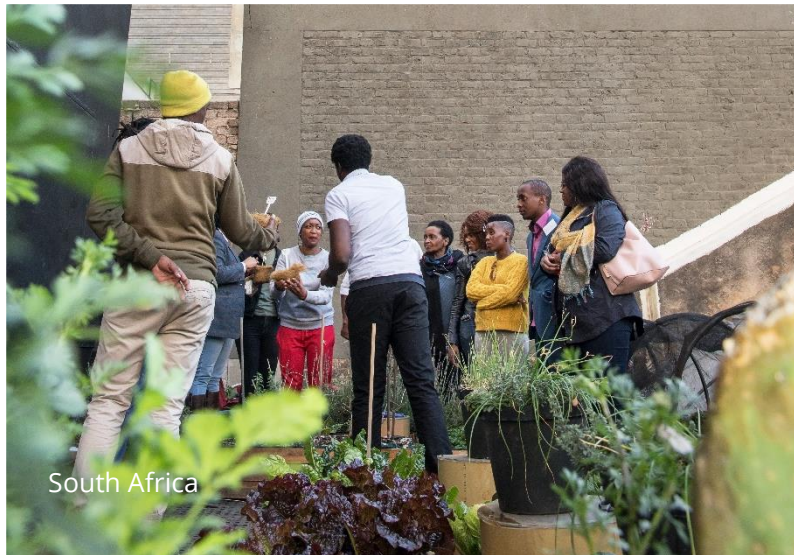
Malaysia



China



Pakistan



South Africa

# FINANCE MANAGER

**PERMANENT | PART TIME** (14 hours per week, flexible working options)

**SALARY £44,156 PRO RATA PLUS COMPANY BENEFITS** (includes a company pension, 35 days annual leave (pro rata), an employee assistance programme and learning and development opportunities)

**BASED IN EDINBURGH** (with the option of hybrid working, a minimum of 1 day a week from the office in central Edinburgh)

**We're on a journey to create fairer communities by facilitating 10 million social entrepreneurs globally by 2030. Do you want to help make this a reality?**

**Thank you for your interest in our Finance Manager role. We are looking for a qualified and experienced finance professional to join our team and manage the finance function within the business.**

We are looking for someone with a passion for social enterprise and a strong track record of financial management and reporting within a similar sized business or commercial environment. We are looking for someone with the right qualifications, as well as the mindset to ensure high quality and meticulous management and accounting with the ability to support the future vision of the business through sound and creative thinking and understanding what financial plans and mechanisms may be required to achieve it.

Your role as Finance Manager will be to lead the finance function within the Academy, to deliver a proficient and high quality service to the business. You will be supported by a highly competent full time Finance Officer who will undertake all day-to-day processing, bookkeeping and providing relevant reports to you. You will work as a member of the Operations Team as a core member of a small and closeknit team of specialist roles and will work closely with the Chief Executive, COO, Finance Sub-Committee and Board. A mindset of continuous improvement would be a great addition to the team who are always looking to make what we do, and how we do it, even better. The role is part time with the option for hybrid working, splitting time between home and office working.

Your role will make a critical contribution to the Academy's financial ambitions through leading on financial planning and management, analysis, forecasting and reporting. You will have opportunities to work with colleagues across the business to support and raise financial awareness as well as improve processes and ways of working which enhance and strengthen financial management across the business.

Having the right mindset, attitude and approach is as important for us as having the right experience and skills. We appreciate that the best person might not have all the listed criteria yet so if you feel your experience, skills and attitude will help you to make a great contribution in this role and you have the right mindset, we would welcome an application from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil McLean', with a long horizontal flourish extending to the right.

Neil McLean

**Chief Executive**  
**Social Enterprise Academy**

# ABOUT US

At the Social Enterprise Academy, we believe social entrepreneurs play an essential role in changing the world.

We strengthen their role in local communities through transformational learning programmes that will increase their community impact.

Our programmes are accredited, responsive to learner needs, and are delivered by experienced Facilitators who are social change leaders themselves.

Since 2004, we have delivered over 1,900 learning programmes to 28,000+ learners in over 30 countries. We have also engaged over 55,000 young people around the world, using social enterprise as a tool to help them reach their full potential and create positive change in their communities.

## JOB PURPOSE

To lead the Academy's financial planning, supporting the identification of measures and actions which will enable the Academy to secure its financial ambitions. The role achieves this through:

- Management of the financial processes, maximising value from the allocation of resources and ensuring best practice in financial management and reporting.
- Leading on all aspects of financial planning, analysis, forecasting and reporting.
- Leads financial compliance and has operational responsibility for budgeting and the annual audit process.
- Contributes to strategic business planning through advising on financial approaches and decisions and leading on the financial progress reports and projections for the Leadership Teams, Finance Sub-Committee and Board.

## MAIN RESPONSIBILITIES

### FINANCIAL PLANNING

- Contribute to the future plans of the organisation through a future-focus on financial sustainability and opportunities for the business. Influence financial planning and decisions in collaboration with the Senior Leadership Team and Board.
- Provide high quality financial planning and forecasting which enable the organisation to reach its growth potential.
- Lead the yearly financial planning and review cycle, working in collaboration with the Senior Leadership Team and Department Heads.
- Work with the Senior Leadership Team to produce 3-5 year financial plans – ensuring financial resilience of medium to long-term organisational strategies and priorities.

## FINANCIAL MANAGEMENT

- Produce and provide analysis of comprehensive financial management information reports and analysis including monthly management accounts, balance sheet analysis, weekly cash position reports and any other reports that may be required by the Senior Leadership Team, Board and Board sub committees.
- Hold Departmental Heads to account with regards budget spend and financial compliance through advising Heads of Departments on variance and financial strategy when required.
- Prepare year end accounts to FRS102 standards including profit & loss, balance sheet, cash flows and supporting information and manage the audit process including account management of the auditors and external accountants.
- Plan the annual audit and liaise with the auditors.
- Manage and control accounting systems to ensure that accounting information is effectively managed, accurate, and follows good practice.
- Manage the banking relationship and escalate wherever required.
- Maintain and ensure compliance with statutory and regulatory body requirements.

## PERSON SPECIFICATION

### ESSENTIAL

- Relevant qualification or professional membership (chartered accountant, membership of ACCA or CIMA).
- Knowledge of financial regulatory and VAT compliance.
- Advanced skills in the use of accounting software (preferably Xero) and financial management best practice and compliance.
- Significant experience (over 5 years) in leading financial planning and management accounting in commerce and/or industry.
- Experience of financial reporting at a senior level (to Senior Leadership Teams and Boards).
- You bring operational level skills and experience that enhance the Academy's impact and support its growth.
- You have an open and authentic leadership style and are a natural fit with Academy values.
- You work with integrity and kindness and in awareness of the strengths and needs of the people around you.
- You are familiar with leading a working culture underpinned by Equality, Diversity and Inclusion.
- You have a proven ability to seek out, initiate and manage key stakeholder relationships and you can evidence your successful leadership of complex and strategic level partnerships and collaborative ventures.

- You are a natural communicator, people leader, motivator and mentor - experienced in engaging with staff at all levels, embedding organisational vision and values and bringing people with you through change and transition.
- Your business acumen and strong budgeting and financial planning skills enable you to lead and manage business growth.
- You thrive on initiating, leading and successfully delivering complex projects and initiatives in a multi-cultural, multi-regional context.
- You are credible as a highly visible ambassador for social enterprise, personifying the values of both the Academy and the sector.
- Your proven ability in strategic and critical thinking, analysis and planning enables you to lead organisational vision and make a strong contribution at Strategic Leadership Team and Board level.
- Experience and/or an interest in learning and development to support the growth and development of others.

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

- We believe that having a diverse and inclusive staff makes for better discussion, better decision making and better organisational impact. It also better reflects the people, businesses and communities we support.
- The Social Enterprise Academy is committed to the active promotion of Equal Opportunities and the living wage as an employer and in the provision of services to the community.
- As part of our commitment to diversity and inclusion we are taking active measures to improve and ensure that our recruitment process is accessible and inclusive.

When you apply for a job with us, you can know that:

- The advert language has been pre-assessed for gender bias.
- Our application form is in word document format, with alternative formats available upon request.
- We are happy to discuss reasonable adjustments for your application and/or interview process.
- We anonymise applications ahead of the shortlisting process.

## TERMS & CONDITIONS

- 14 hours per week with option for flexible working
- Annual leave entitlement is 25 days plus 10 public holidays (pro rata)
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities
- Place of work – Edinburgh office with the option of hybrid working. One day a week must be office based.
- The post is part of the Operations Team and will report to the Chief Operating Officer.

- Notice period – two months

## HOW TO APPLY

- Complete the application form and the equality and diversity monitoring form.
- Send your application form and equality and diversity monitoring form in **Word document format** to **seahr@socialenterprise.academy** by **12pm Wednesday 03 July 2024**.
- Please note that interviews will take place at Thorn House, 5 Rose Street, Edinburgh w/c 15 July 2024.

More information available at: <https://www.socialenterprise.academy/scot/join-the-team>

**If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process e.g. application form in a different format or extra interview time please get in touch:**

**Karen Veitch | 0131 243 2670 | [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy)**





Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering



# SOCIAL ENTERPRISE ACADEMY

One becomes many

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy) | 0131 243 2670



SocEntAcademy



sea\_worldwide



Social Enterprise Academy