

FINANCE MANAGER RECRUITMENT PACK

September
2024



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Join Our Team: Finance Manager for Scottish Pantry Network

Are you ready to take on a crucial role in a rapidly growing organisation?

The Scottish Pantry Network (TSPN) is actively seeking a dynamic and qualified Finance Manager to drive our financial strategy and ensure operational excellence. As we expand into new ventures and initiatives, including the launch of a new subsidiary, we are at an exciting stage of growth and innovation. We require an experienced financial professional who can hit the ground running, manage our financial operations with precision, and contribute significantly to our continued success.

About Us:

The Scottish Pantry Network is dedicated to providing vital resources and support to communities across Scotland. Our mission is to tackle food insecurity and promote sustainability through a network of community pantries. With a commitment to social responsibility and community empowerment, we are poised to make a significant impact in the lives of individuals and families throughout Scotland.

Role Overview:

As the Finance Manager, you will play a key role in shaping and managing the financial strategy of our projects and initiatives. You will oversee all financial operations, including budgeting, forecasting, financial reporting, and compliance, ensuring alignment with organisational goals. In addition, you will be responsible for overseeing our funding strategy, securing and managing grants, and maintaining strong relationships with funders. You will also implement and manage payroll processes to ensure timely and accurate compensation. From managing resources effectively to implementing financial controls, your role will be integral to maintaining the financial health and sustainability of TSPN during this exciting period of growth and innovation.

Responsibilities:

1. Financial Management

- Prepare year-end financial statements and assist with audits.
- Develop and manage core and project budgets.
- Produce monthly financial reports and oversee payroll.
- Lead financial planning, forecasting, and day-to-day operations.
- Regularly report financial performance to the Board and stakeholders.

2. Contracts and Procurement

- Manage external contracts for cost efficiency.
- Oversee procurement processes to ensure best practice and resource efficiency.

3. Corporate Governance

- Provide financial insights at Board meetings.
- Ensure compliance with OSCR, Companies House, and other regulatory bodies.

4. Strategic Planning

- Develop financial strategies to support sustainability and growth.
- Contribute to funding bids and grant applications.
- Update financial policies to ensure transparency and accountability.

5. General Duties

- Line-manage staff, oversee financial training, and support process improvements.
- Advise on financial risk and contribute to strategic decision-making.
- Promote the values of the Scottish Pantry Network and collaborate with external partners.

Why Join Us:

Opportunity to make a meaningful impact on communities across Scotland. Exciting and challenging role with room for growth and professional development. Collaborative and supportive work environment. Competitive salary and benefits package.

To Apply:

Please complete and submit application form to enquiries@scottishpantrynetwork.org.uk. Applications will be accepted until 4th October. We look forward to reviewing your application.

The Scottish Pantry Network is an equal opportunity employer and welcomes candidates from diverse backgrounds

CEO - Welcome letter



Dear Candidate,

I am thrilled to extend a warm welcome to you as the newest potential member of the Scottish Pantry Network team! On behalf of everyone here, I want to express our excitement and gratitude for considering the opportunity to join us as we embark on this journey together.

Your candidacy for the Finance Manager position comes at a pivotal time for TSPN, as we navigate through a period of rapid growth and expansion. Your extensive experience and proven track record in Finance management make you a highly promising candidate to lead us forward and ensure the success of our initiatives.

At TSPN, we are committed to our mission of providing vital resources and support to communities across Scotland. With the skills and expertise you bring to the table, I am confident that we will continue to make a meaningful impact on the lives of individuals and families throughout our region.

As you progress through the application process, I encourage you to learn more about our organisation's culture and values. Collaboration, innovation, and community empowerment are at the heart of everything we do, and I have no doubt that you will be able to contribute significantly in these areas.

Please know that we are here to support you every step of the way. Whether you have questions, need additional information, or simply want to learn more about our vision and goals, please do not hesitate to reach out.

Once again, thank you for considering the opportunity to join the Scottish Pantry Network family. We are excited about the potential impact you could make in this role, and we look forward to the possibility of working together to drive TSPN to new heights of success.

Warm regards,

A handwritten signature in black ink that reads "Mandy Morgan".

Mandy Morgan
CEO

About TSPN

At TSPN we are dedicated to tackling food insecurity and promoting sustainability across communities in Scotland.

Our Vision

Our vision is a Scotland where the right to food is achieved!

Mission

- To represent, support and develop our network of pantries by providing leadership, expertise, and guidance to tackle the impact of food insecurity and food loss
- To support and develop pantries as community led hubs, focusing on food knowledge, health improvement, financial wellbeing, and employability
- To support the redistribution of quality food that would otherwise end up in landfill
- To empower communities to increase their disposable income
- To influence policy on the use and supply of available food using the dignity principles!

Values

- Dignity - food insecurity should be managed with dignity
- Quality - all services, including foods offered should be of a high quality
- Integrity - remain true to our core vision and challenge for what we feel is right
- Inclusion - services offered are for everyone in the community

What We Do

TSPN supports a network of community pantries strategically located throughout Scotland, providing access to nutritious food, household essentials, and support services. These pantries are more than just distribution centers; they are hubs of community engagement and empowerment, where individuals can access not only food but also education, job training, and social services.

Our Approach

At TSPN, we take a holistic approach to addressing food insecurity, recognising that the issue is multifaceted and deeply interconnected with other social and economic challenges. Through partnerships with local organisations, businesses, and government agencies, we work to address the root causes of food insecurity and build sustainable solutions that uplift communities and promote resilience

Our Impact

Since our inception, TSPN has made a tangible impact on the lives of thousands of individuals and families across Scotland. Our network of community pantry members, have provided access to nutritious food to those in need, while also offering support services that address the underlying factors contributing to food insecurity.

Job Description

Job Title: Finance Manager

Hours: 16 hours per week

Salary: £35,000 per annum (pro rata)

Contract Type: 6 months temporary

Pension scheme: 10% employer contribution

Location: 213 Braidfauld Street

Reports to: Chief Executive Officer

Core Purpose of the Job:

The Finance Manager will play a critical role in maintaining the financial health and sustainability of The Scottish Pantry Network (TSPN). You will lead the financial management of the organisation, ensuring efficient use of resources, compliance with financial regulations, and the successful delivery of financial reports to the leadership team and funders. Your role is integral to supporting the strategic development of TSPN as we expand into new ventures, ensuring that all financial operations are aligned with our goals to address food insecurity and empower communities through sustainable initiatives.

Job Description:

The Scottish Pantry Network (TSPN) is seeking a qualified and experienced Finance Manager to oversee the financial management of our rapidly growing organisation. This role is pivotal as we enter an exciting period of expansion, and you will be responsible for ensuring financial stability and supporting our strategic objectives.

As Finance Manager, you will lead our financial planning and reporting efforts, manage budgets, oversee payroll, and ensure compliance with regulatory requirements. You will also play a key role in supporting funding strategies and contributing to the sustainability and growth of the organisation. This is a part-time, temporary position for 6 months, with the possibility of extension depending on funding and organisational needs.

Key Responsibilities:

- Financial Management:
 - Prepare year-end financial statements and support the external audit process.
 - Develop and manage annual budgets, ensuring alignment with TSPN's strategic goals.
 - Produce monthly financial reports and management accounts for internal and external stakeholders.
 - Oversee day-to-day financial operations, including payments, invoicing, and maintaining accurate records.
 - Lead financial planning and forecasting efforts to support TSPN's strategic plan.

Payroll and Compliance:

- Oversee payroll calculations and ensure timely payment for all staff.
- Ensure compliance with OSCR, Companies House, and other regulatory requirements, submitting timely reports as needed.

- **Contracts and Procurement:**
 - Review and manage external contracts to ensure cost-efficiency and value for money.
 - Oversee procurement processes and ensure adherence to best practices.
- **Strategic Support:**
 - Contribute to the creation of funding bids and grant applications by providing financial expertise and budgetary input.
 - Assist in the development and implementation of financial strategies to support the long-term sustainability of TSPN.
 - Identify opportunities for cost savings and process improvements.
- **Governance:**
 - Attend Board meetings and provide regular financial updates to the Board of Trustees, CEO, and funding partners.
 - Prepare written and verbal financial reports for the management team and Board.
- **Risk Management:**
 - Advise the CEO on potential financial risks and provide strategies for mitigation.

Job Tasks:

- **Budgeting and Reporting:**
 - Develop annual budgets for core operations and specific projects.
 - Monitor actual performance against budgets and provide variance analysis.
 - Prepare monthly management accounts and detailed financial reports for funders.
- **Payroll:**
 - Manage the payroll process, including calculations, tax deductions, and pension contributions.
 - Maintain payroll records and address payroll-related queries from staff.
- **Day-to-Day Financial Operations:**
 - Ensure all payments and receipts are processed accurately and in a timely manner.
 - Reconcile bank accounts, handle cash flow management, and maintain accurate financial records.
- **Audit and Compliance:**
 - Work with external auditors to complete annual audits, ensuring all financial records are in compliance with statutory and charitable regulations.
 - Ensure that all financial filings are completed and submitted to relevant authorities on time.
- **Grant Management:**
 - Support the preparation of grant applications by creating budgets and financial forecasts.
 - Track and report on grant expenditure to ensure compliance with funding conditions.

Authority Level:

You will have the authority to commit financial resources in line with the organisation's Finance Policies. This includes managing expenditure, approving payments, and authorising budget allocations, ensuring that all decisions are in accordance with established procedures and within the limits set by the Board of Trustees.

Person Specification:

Essential Criteria:

- Qualifications:
 - Degree in accounting or a related discipline.
 - At least five years of experience in financial management, including two years at a senior level.
- Knowledge and Experience:
 - Proven experience in managing annual audits and payroll operations.
 - Strong knowledge of financial management within the charity or third sector.
 - Experience in leading and managing financial teams or staff.
- Skills and Abilities:
 - Proficiency in accounting software (Sage or similar) and advanced Microsoft Excel skills.
 - Excellent communication skills, both verbal and written.
 - Ability to work independently, take initiative, and manage multiple projects effectively.

Desirable Criteria:

- Qualifications:
 - Professional accounting qualification (e.g. CIMA, ICAS, CIPFA).
- Knowledge and Experience:
 - Previous experience working within the voluntary or food security sector.
 - Track record of securing funding and experience in developing business plans.
 - Familiarity with contract management and regulatory compliance.

For further information, please contact mandy@scottishpantryetwork.org.uk.

Recruitment Process

Recruitment Process: Finance Manager, Scottish Pantry Network

Application Deadline:

All interested candidates are invited to send a CV and a cover letter outlining your suitability for the role to enquiries@scottishpantrynetwork.org.uk or 213 Braidfauld Street, Tollcross, Glasgow, G32 8PS by **no later than 5pm on 4th October 2024**. Late applications will not be considered.

Interviews:

Shortlisted candidates will be contacted to schedule interviews, which are expected to take place during the week beginning 21st October 2024. Please let us know in advance if this will be an issue to allow us to make alternative arrangements.

Good luck!