

Role title	Transactional Finance Manager
Responsible to	Head of Finance
Location	Edinburgh

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The role of Transactional Finance Manager is a senior role within the Finance team and will work in close collaboration with others, across the charity.

The role will be responsible for leading and managing a team of finance assistants to deliver the processing and accurate recording of a wide range of financial transactions across the organisation ensuring high standards of service are achieved and maintained.

The role will take day to day ownership of ensuring the provision and submission of accurate, reliable, and timely financial transactional processing and reporting. This will include managing and developing the team to ensure that all routine finance operations are completed in line with deadlines.

You will be an excellent communicator with the ability to communicate complex financial information to staff from a variety of backgrounds.

The Transactional Finance Manager will work collaboratively with the Head of Finance alongside the Management Accountant and Finance Manager – Voluntary income to ensure the financial service to the organisation is delivered proactively and robustly.

You will be required to manage the use of and use the finance and fundraising software – currently Sage 200 and Raisers Edge – alongside other systems in all aspects of the role to ensure the provision of critical business intelligence.

The role holds an important role in supporting and developing their team and you will ensure that you and the team are informed on Alzheimer Scotland's vital work across Scotland.

The Transactional Finance Manager will have a flexible and 'can-do' attitude to work and strive to ensure all deadlines are met.

Key responsibilities

Role specific responsibilities

- In collaboration with the Head of Finance, provide strong leadership and management of the team in line with organisational policies and procedures ensuring regular and ongoing reviews and support and development sessions are delivered ensuring they are aware of their responsibilities in respect of policies, procedures, and quality assurance/standards.
- Ensure all colleagues within the team achieve and maintain the required knowledge, skills, learning and professional development to achieve both personal and team outcomes.
- Lead on all transactional processing in a high-volume finance environment ensuring that all deadlines are met ensuring appropriate task allocation, cover, and liaison with other senior finance colleagues to plan the day-to-day workload priorities.
- Line Management of team and supervision of workloads ensuring various transactional entries are completed and signed off in an accurate manner and within agreed standards and deadlines including but not limited to:
 - Day to Day Bank - Overseeing processing across all accounts ensuring the timely processing and reconciliation of all income and expenditure.
 - Sales Ledger – Overseeing the accurately and timely invoicing of monthly income streams along with associated payment collection runs and overseeing the debtor balances.
 - Purchase Ledger – Overseeing the accurately and timely processing of all purchase invoices, statements and weekly payment runs.
 - Daily Banking – overseeing that all banking is completed promptly and in line with policies and procedures.
- Work alongside the Head of Finance and other senior finance colleagues in the maintenance and development of our finance systems in conjunction with IT.
- Maintain an up to date awareness of fraud and risk trends and ensure appropriate processes and training across the team to mitigate these risks to the charity.
- Support the Payroll Manager in all elements of the monthly payroll processing ensuring processes, tasks and work planning elements are in place to ensure the accurate and timely completion of monthly payrolls and payroll compliance.
- Liaise with HR in conjunction with Payroll manager on payroll related people matters.

- Management and review of suppliers ensuring regular review of agreements and appropriate supplier and budget management.
- Prepare and process routine month end entries appropriate to the seniority of the role.
- Review and sign off system entries and reconciliation as required.
- Support the Head of Finance and Management Accountant in the preparation and issuing of monthly management accounts.
- Awareness of financial procedures and policies and support the ongoing development and communication of these.
- Close collaboration and cross working with the Management Accountant and Finance Manager – Voluntary Income to deliver on finance department outcomes including deputising for the Head of Finance as appropriate in work streams and working groups.
- Work flexibly within the team to deliver the finance service and, where required, provide cover within other work streams.
- Develop and nurture a collaborative and positive culture of continual improvement, innovation, and creativity.
- Participate in complex and critical organisational projects providing business partnering and financial data and support as required.
- Lead on ongoing training for wider organisational staff in finance procedures and tasks and providing support to colleagues in these areas acting as a subject matter expert in relation to the charity's finances.
- Participate in and manage the preparation of the supporting documentation for the annual audit.
- Participate in the delivery of the annual internal review programme.

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures to relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.

- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- At all times adopt a positive approach to Alzheimer Scotland's commitment to building a diverse, inclusive and representative Charity in all aspects of our work and seek to remove any barriers, wherever possible, to enable and encourage diverse and inclusive practice and participation.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Person Specification – Transactional Finance Manager

This person specification should be read with the job description for the post of Transactional Finance Manager. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills, ability, knowledge		
High competence levels in use of spreadsheets and other finance and office software	✓	
Knowledge/experience of using systems and databases such as Sage 200 and other ERP/CRM systems.	✓	
Demonstrable Experience of Payroll processing including HMRC, Pensions, and other regulatory compliance.	✓	
Income/Systems Reconciliation in a high-volume environment	✓	
High degree of accuracy and attention to detail	✓	
Expenditure analysis and reconciliations	✓	
Experience of working within a complex organization with complex coding structures	✓	
Ability to identify and implement quality processes and procedures and communicate these clearly verbally and in writing	✓	
High standard of verbal and written communication skills	✓	
Knowledge and understanding of accounting principles/charity accounting SORP		✓
Experience of managing a team in a transactional finance environment.	✓	
Knowledge/experience of the charity sector and financial landscape		✓
Leadership and Management qualifications/certifications		✓
Strong organisational skills with the ability to plan and organize own work, working to tight deadlines without close supervision	✓	

Personal qualities		
Strong communication and interpersonal skills with the ability to develop relationships and communicate with staff at all levels	✓	
Flexible with a 'can do' attitude	✓	
Team player	✓	
Qualifications/Experience		
Demonstrable experience of working in a similar role with a varied financial background including month end procedures and high-volume financial processing.	✓	

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