

## Finance Manager - Job description

<b>Job Title:</b>	Finance Manager
<b>Responsible to:</b>	Director
<b>Salary/hours:</b>	£36,400 pro-rata to 17 hours per week (£17,680 p.a)
<b>Main purpose of job:</b>	
<p>This is a senior post within The Scottish Civic Trust reporting to the Director.</p> <p>Main purpose: To oversee the day-to-day running of finance function with responsibility for all aspects of management accounting (including all necessary reconciliations), cash management, budgeting and forecasting, and administration of all payroll matters.</p> <p>The post will provide support to the Director on finance matters ensuring that information and advice is available to support strategic decision making.</p> <p>The Finance Manager will also be expected to contribute, and sometimes lead on, relationships with tenants within The Tobacco Merchant's House and premises management.</p> <p>Management of the Administration Officer is also a key aspect of this role.</p>	
<b>Main Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Manage the budgets for projects undertaken by the Trust's staff and produce financial reports for the Trustees on a quarterly basis.</li> <li>• Prepare accounts for annual external audit/Independent Examination and Annual Reports, leading relationships with the Trust's auditors/Independent Examiners as required.</li> <li>• Prepare financial information for grant applications and grant drawdown requests as required.</li> <li>• Administer Gift Aid claims on behalf of the Trust.</li> <li>• Work with the Director to support the Board and governance of the organisation, particularly reporting on finance matters to Board and undertaking a lead role in quarterly Finance and Audit meetings.</li> <li>• Manage the Trust's payroll.</li> <li>• Ensure the Trust meets its statutory requirements as owner and landlord of its property at 42 Miller Street, Glasgow. This includes but is not limited to the creation and maintenance of a Health and Safety file.</li> <li>• Act as the main point of contact for all tenants within the Trust's property at 42 Miller Street, Glasgow.</li> </ul>	



## Person Specification Finance Manager

Assessment code:

**E = Essential    D= Desirable**

<b>Specialist accounting and Technical skills</b>	Some level of accounting qualification, for example ACA, ACMA, CIPFA, CIMA or working towards qualification	E
	Thorough practical up-to-date understanding of accounting principles and techniques.	E
	Experience and understanding of: <ul style="list-style-type: none"> <li>• Production of annual statutory accounts including year-end reconciliations and Reserves Analysis.</li> <li>• Charity accounting and SORP</li> <li>• Production of management accounts and financial reports and analysis.</li> </ul>	E
	Experience of monitoring investments and cash management in a non-profit environment.	
	Experience of managing the Independent Examination process.	D
	Experience of compiling funding applications, and grant drawdowns	E

<b>Communication &amp; Co-ordination</b>	High degree of communication skills particularly attuned to conveying financial concepts to non-financially trained colleagues, volunteers and Trustees.	E
	Used to working in a demanding environment and providing accurate and timely information to a high standard.	E
	Keen to work with a hands-on approach. The post-holder will be in sole charge of all transaction processing and accounting.	E
	Ability to work without close supervision and meet service standards and targets.	E
	Strong organisational skills and ability to deal with competing priorities	E
	Excellent analytical skills and ability to think strategically	E
<b>Information Technology &amp; administration</b>	Experience of computerised accounting, bookkeeping and Payroll (preferably XERO), Excel and a proactive approach to improving systems.	E
	Ability to maintain effective systems with limited admin support.	E
<b>Sector experience</b>	Must have minimum of 3 years relevant Charity/not for profit experience.	D

The Scottish Civic Trust aims to ensure that no applicant for appointment as Trustee, Employee, Volunteer, Contractor or other Worker receives unfavourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, gender reassignment, marital status, sexual orientation or disability. This Policy covers recruitment, terms and conditions of work offered, induction, conduct at work, access to training and the disciplinary and grievance procedure. The Scottish Civic Trust is committed to making this Policy effective and will bring it to the attention of all those who could benefit from it and all those who in any capacity have responsibilities for monitoring or delivering it.

## **How to apply**

The deadline for applications is **5pm on Tuesday 21 January 2025**.

To apply, please email [joe.traynor@scottishcivictrust.org.uk](mailto:joe.traynor@scottishcivictrust.org.uk) with:

- Your Curriculum Vitae
- A covering letter of no more than 300 words outlining your suitability for the role

As the Scottish Civic Trust uses a blind process to review job applications, please ensure your Curriculum Vitae and covering letter:

- Uses initials only
- Does not include gender pronouns
- Does not include dates

The above will help to reduce unconscious bias in the Scottish Civic Trust's recruitment processes.