

## **Finance & Operations Manager**

Reports to	Director
Contract	Full time permanent (0.8FTE may be considered)
Salary	£39,871 pro rata
Annual leave	25 days plus 10 public holidays pro rata
Other	35 hours, Monday to Friday Flexible, hybrid working with min 2 days per week office-based. 8% employer pension contribution

## **About us**

Edinburgh World Heritage is an independent charity dedicated to ensuring that our World Heritage status is a dynamic force that benefits everyone – those who live, work or study in the city, and those who visit.

Edinburgh is a unique place – steeped in history, with iconic topography and stunning historic buildings and public spaces. The 'Old and New Towns of Edinburgh' was designated as a World Heritage Site by UNESCO in 1995.

Our mission is to connect people to their heritage. We work in partnership with Historic Environment Scotland and the City of Edinburgh Council to ensure that the management and conservation of the WHS preserves it for future generations to enjoy.

We do this through distributing grants and working with partners to deliver active conservation of historic buildings, conservation and creative interpretation of historic public spaces, developing solutions and guidance through our new climate emergency programme and engaging people directly with the rich heritage of their city.

## **Job summary**

Edinburgh World Heritage's Finance & Operations Manager is responsible for managing the operation of the charity, leading on the delivery of finance, governance, HR, digital and office objectives to enable the organisation to run smoothly and efficiently. The post-holder also advises and supports the Board on all governance matters.

Part of the Senior Management Team and reporting into the Director, the Finance & Operations Manager supports the Director and other senior managers in the leadership and direction of the charity, helping to formulate and execute the organisational strategy and ensuring that Edinburgh World Heritage meets the goals of the integrated business plan and organisational outcomes.

**Main responsibilities:**

1. Financial Management

- Responsible for day-to-day control of the charity's finances and cashflow management
- Manage the accounting system (Xero) and maintain the purchase ledger and sales ledger
- Manage monthly payroll
- Manage relationships with external service providers, eg pensions
- Support all programme areas in project budgeting and financial reporting to funders
- Work with senior managers to manage capital grant finances
- Work with the Director and senior managers to write funding applications
- Maintain and implement financial management systems and processes
- Monitor the efficiency of financial management controls and suggest improvements
- Organise meetings of Finance & General Purposes Committee; lead on the preparation of agendas and papers, working with the Director and Committee Chair; take minutes of meetings
- Lead on the production of Edinburgh World Heritage's annual budgets
- Prepare monthly management accounts, including forecasts and reporting
- Manage the relationship with the auditor and the preparation of the statutory accounts

2. Corporate Governance

- Maintain statutory registers and company records
- Prepare and submit all regulatory and statutory returns to the relevant bodies, including OSCR
- Organise Board meetings, Annual General Meetings and meetings of Board Committees
- Lead on the preparation of agendas and papers, working with the Director and Chair; take minutes of meetings
- Ensure that decisions of the Board and Board Committees are implemented
- Support the Appointments Committee with trustee recruitment and induction

- Research and maintain a strong understanding of statutory, regulatory and charity requirements and ensure compliance
  - Advise Board trustees on their legal and charitable responsibilities and on matters of corporate governance
3. HR and Operational Management
- Maintain and improve operational management systems and processes
  - Coordinate and plan for activities across all Edinburgh World Heritage programmes and facilitate operational support to meet organisational needs
  - Manage the organisational risk register, pro-actively identify issues and instigate mitigation measures
  - Lead on strategic planning and resource allocation across the organisation
  - Lead the recruitment and induction of all staff
  - Develop and maintain staff policies and procedures, manage all personnel processes and records using Bright HR
  - Lead on staff development and training
  - Lead on evaluation and reporting to key funders
  - Involvement in relevant short-term action groups
  - Co-ordinate the management of volunteers
4. Office, Facilities and Digital
- Oversee the management of the Edinburgh World Heritage office
  - Manage procurement processes and supplier relationships, ensuring that the charity is resourced adequately and cost effectively
  - Manage the relationship with external IT service provider and software providers, ensuring digital systems are secure and fit-for-purpose
  - Develop and update health and safety policies and ensure compliance
  - Identify and implement tech solutions to improve operational efficiency and financial management
  - Act as the point of contact for digital troubleshooting within the finance and operations domain.
5. Senior Management
- Support the Director and other senior managers to deliver Edinburgh World Heritage strategy and programmes
  - Brief the Director, senior managers and Board on key operational issues as required
  - Help ensure that Edinburgh World Heritage remains a financially sustainable organisation

## Person Specification

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications/Training</b>		Business, management or finance qualification
<b>Experience</b>	A high level of numeracy, with significant experience in financial management including budgeting and annual accounts preparation	Experience of managing HR systems and processes
	Relationship-building with internal and external stakeholders, with skills in influencing and negotiation	
	Experience of working closely with boards or committees	
	Office management experience	
	A track record of good management and leadership	
<b>Skills &amp; Knowledge</b>	Knowledge of statutory, regulatory and charity requirements	Experience of using digital tools e.g. Bright HR, Xero,
	Excellent time manager, able to manage complicated tasks simultaneously, with exceptional attention to detail, and deliver to tight deadlines	
	Highly motivated, proactive, results-orientated and able to solve complex problems	

	by identifying creative solutions	
	Strategic planning and analytical skills	
<b>Other</b>	Understanding of the importance of equality, diversity and inclusion	Passion for our work

### **Our Commitment to Equality, Diversity and Inclusion**

We are an equal opportunities employer and we are committed to building an inclusive workplace where everyone is treated fairly, equitably and respectfully.

Research shows that underrepresented groups apply only if they fully meet the criteria in a job description. We are committed to levelling the playing field, and we encourage anyone from any background to apply even if they don't tick every box.

We believe flexibility is important, and we're happy to chat to you about flexible and remote working.

If you need any flexibility or adjustments in our interview process – to help set you up for success – then please let us know too.