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**CHIEF FINANCIAL OFFICER**

**Salary: £50,000 (Pro-Rata)**

**30 hours a week**

# About us

Angus Carers Centre is a rights-based charity working **with** and **for** unpaid carers from all walks of life living across Angus. We exist to improve the quality of life for all carers by building genuine and equal relationships, connecting carers with each other to create a sense of belonging and community, providing practical and emotional supports, and influencing change at local and national level.

Established in 1996, we have grown significantly over the last 25 years, and we are now supporting 1,872 unpaid adult and young carers across Angus. Our talented and passionate team of 25 staff and over 20 volunteers ensure the needs of our Carers are met. Together with our volunteers we strive to provide a first-class service to carers and their families, to make a lasting difference to their lives.

Our vision is that all unpaid carers in Angus will receive appropriate information and support to enable them to feel valued and confident in their caring situation and to develop their own potential.

**Why should you consider applying?**

The social, political and policy horizon is changing, and we need to ensure that we provide the right support at the right time. We are entering a new and exciting chapter, and there has never been a better time to join our organisation.

We will be embarking on a strategic planning process which will determine our vision, mission, and strategic objectives for the next five years.

The CFO role brings opportunities to do things differently, creates scope for change and innovation, and will suit a qualified individual who seeks to make a real difference to the lives of unpaid carers in Angus and beyond.

Reporting to the Board of Directors, the CFO is responsible for managing the financials of the organisation and working with the Funding Manager in the strategic management of the organisation’s accounts.

# Job overview

As part of the Angus Carers Centre Senior Management Team, you will be responsible for managing the day-to-day finance function - including the management accounts, financial reports to funders, statutory returns, cash flow management and budgetary control.

Your key tasks and responsibilities will include but not be limited to:

**Key Tasks:**

* Leading on the development of annual and monthly budgets and managing their respective financial performance effectively, ensuring and influencing best practice across the organisation.
* Preparing monthly reporting on all management accounts, analysing variances, and implementing solutions.
* Reviewing income & expenditure actuals vs budget with the senior management team, on a regular basis, explaining variances and forecasts for the next reporting period.
* Validating and reviewing all transactional information within the accounting system, ensuring compliance to processes and procedures.
* Managing monthly cash flow including input of actuals and reviewing and amending forecasts, including income management, ensuring all projected income is realised and accounted for.
* Preparing and submitting financial information to the Funding Manager to support reporting requirements from our various funders to their specific requirements.
* Preparing monthly financial reporting schedules for Board papers, reconciling to Management Accounts.
* Introducing meaningful financial KPIs allowing the organisation to understand and measure its performance.
* Reviewing and approving supplier payments, staff payroll & expenses and credit payments as required.
* Preparing and submitting other finance-related forms, claims and returns on an ad-hoc basis.
* Manage and Support Funding, Finance and Admin staff.
* Supporting the development financial systems, controls, and applications.
* Identifying opportunities for improvement and efficiencies to enhance Angus Carers Centre’s offer and ensure best value.

**General Duties**

* Ensure confidentiality of funding strategy and activities as agreed with the Board.
* Carry out duties in accordance with Angus Carers Centre’s policies and procedures.
* Attend training and development as identified by you and the Board.
* Attend team meetings, support & supervision, and an annual appraisal.
* Occasionally you may need to work outside of normal office hours including evening and weekends.
* Any other work commensurate with the level of this post.

**Person specification**

* This role requires proven and demonstrable experience in financial & management accounting including costing, forecasting, and variance analysis.
* You will be reliable, practical, and methodical, have advanced IT skills – particularly in Microsoft Excel, and will demonstrate excellent interpersonal skills, both verbal and written.
* The ideal candidate will be a professionally qualified accountant, highly organised and able to prioritise a varied workload to manage and meet competing deadlines, delivering accurate and well-presented work in a timely manner.

**Essential criteria**

* Minimum of 2/3 years relevant demonstrable experience across all areas of responsibility.
* Experience of XERO, ApprovalMax or other accounting packages.
* Experience of managing, setting up and online banking systems and integrating them to accounting software packages.
* Proven track record in costing, budgeting, reforecasting, and variance analysis.
* Experience of computer accounting packages.
* Excellent report writing skills with the ability to produce accurate and well-presented work.
* Excellent interpersonal skills – both verbal and written Excellent IT skills, particularly in use of Microsoft Excel.
* Ability to manage a varied workload and prioritise to meet competing deadlines.
* Dynamic, demonstrating an ability to learn quickly and adapt.
* Ability to present financial information to non-financial staff.
* Experience of managing and supporting staff.

**Desirable criteria**

* Experience of charity accounting.
* Professional Accountancy qualification

**Skills and abilities**

* Reliable, practical, and methodical
* Professional attitude and practice
* Able to combine strategic thinking with delivery of operational work.
* Able to self-motivate and operate independently as well as work in a cooperative way.
* Track record in seeking continuous improvement in own performance.
* Appreciation for impact of Angus Carers Centre’s work and desire to work in Third Sector

This is an exempted post under the Rehabilitation of Offenders Act. The nature of this role means that the post holder will be in a position of trust carrying out regulated work with young people and will therefore be required to register with the PVG Scheme in Scotland.

This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and with the Centre’s own Disclosure Policy.

**Special conditions**

The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check.

# Working hours

30 hours per week

**Office base**

The post is based at 8 Grant Road, Arbroath, DD11 1JN.

# Equal opportunities

Angus Carers Centre is committed to being an Equal Opportunities Employer and we encourage candidates from diverse backgrounds to consider joining Angus Carers Centre.

# Benefits

* Employee Assistance Programme
* 6% employer pension contribution
* Training and development opportunities
* Free car park
* 31 days of annual leave
* Flexible working, subject to organisational needs