

**Finance Manager**

Part time, 17.5-21 hours per week (2.5-3 days, hours negotiable)
Permanent contract

Job Description

**The Organisation**

Volunteer Edinburgh has been the leading force in volunteer development in Edinburgh and Scotland since 1973. Trough continual innovation over the past 50 years we have delivered services to people who wish to volunteer and the organisations that engage them. Our vision remains the same, for Edinburgh to be the premier city for volunteering in the UK - a city where the positive impact of volunteering is universally valued and respected, and where everyone, regardless of their background or situation has the opportunity to contribute as active citizens and volunteers.

**Function of the Post**

The Finance Manager works closely with the Chief Officer and is an active member of the management team, developing and implementing the organisation's strategy and business plan.

Leading on the internal operational management of the organisation, you will be responsible for financial management, controls and reporting, as well as having oversight of IT and HR. You will have a keen focus on improving systems and processes. You will also manage, support and train the finance assistant.

The Finance Manager plays a key role in ensuring the Board of trustees have accurate information in order to make decisions that are in the best interests of the charity. You will maintain organisational compliance as required by a company limited by guarantee and a Scottish charity, including acting as Company Secretary.

**Place of work**

The main place of work is Volunteer Edinburgh’s main office at 222 Leith Walk, EH6 5EQ.

**Accountable to**

The Chief Officer and subsequently to the board of trustees.

The likely start date for this post is 4th August to facilitate a four-week handover with the current postholder.

**Main Responsibilities**

* Ensuring effective financial processes, procedures and controls are in place across the organisation.
* Annual budgeting and forecasting; production of quarterly management accounts; cash flow management and costing of projects.
* Overseeing financial recordkeeping in Xero.
* Oversee the annual audit and liaise with the auditor to produce year end accounts.
* Manage payroll and pensions, dealing with external payroll provider.
* Developing and maintaining systems and processes for grant and contract compliance. Timely financial reporting to funders and lenders.
* Management of loan finance arrangements.
* Liaising with HMRC, OSCR and other external bodies to fulfil legal, tax and financial responsibilities.
* Ensuring effective administrative support is in place for the whole organisation.
* Maintain the Membership register.
* Procurement of supplies and services; manage relationships with suppliers.
* Act as Company Secretary and provide secretariat duties to the board of trustees.
* Take part in the Finance sub group of the board of trustees.
* Oversight of human resources management, policy and practice.
* Update policies and oversee implementation, including data protection, staff recruitment and induction, PVG and performance management.
* Oversight of health and safety, facilities and premises management to ensure safe and well-maintained physical operating environment.

**Shared Responsibilities**

Volunteer Edinburgh is a small organisation. All staff are expected to demonstrate commitment to the organisation’s values, to work flexibly and to share collective responsibilities for core Volunteer Edinburgh work. This includes supporting our volunteers, advising members of the public who approach us and supporting activities promoting best practice in volunteer’s management. Staff may also be required to take on additional tasks from time to time in consultation with the Line Manager.

**Person Specification**

*These are the qualifications, skills, experience, knowledge and other attributes that are required to perform the job and will form the selection criteria.*

**Essential**

1. Experience of charity accounting principles and the SORP.
2. Strong analytical skills.
3. Experience of producing financial reports and communicating financial information to a variety of stakeholders – internal, management, trustees and external funders.
4. Experience of improving processes and systems.
5. Experience of building and managing relationships with suppliers and external stakeholders.
6. Strong interpersonal and communication skills.
7. A pro-active and solution-focused approach.

**Desirable**

1. Experience of managing, supervising and developing people.
2. Experience of HR policy and practice.
3. Knowledge of Xero or similar online accounting software.
4. Experience leading projects.

**Outline Conditions of Service:**

**Supervision:**

Supervision sessions with the Chief Officer at six weekly intervals and an annual appraisal.

**Salary**

Gross starting salary is £41,673 p.a. pro rata.

Salary scale is based on SJC legacy scale points 36-37, currently £41,673 to £42,575 FTE plus a cost of living increase yet to be agreed by the SJC unions.

Increments and a cost of living increase are applied annually on 1st April.

Full time working week is 35 hours.

**Hours of Work**

Normal working hours can be either 17.5 (2.5 days) or 21 (3 days) per week.

Volunteer Edinburgh offers time off in lieu and flexible start and finish times. Occasional evening or weekend work may be required.

Volunteer Edinburgh delivers a service to the public and must maintain a staff presence to do this. Any regular arrangements to work from home or in other locations are likely to be made only when there is a clear business need, where the role is suitable to be delivered away from Volunteer Edinburgh premises, and where there are other exceptional situations.

**Holidays**

Annual leave entitlement is 29 days plus 6 public holidays (pro rata for part time employees).

The leave year runs from the 1st April to 31st March.

There are also up to 3 additional 'floating' days which are normally taken over the Christmas/New Year break when the office is closed.

**Pension**

Volunteer Edinburgh offers an Employer Pension Scheme. Volunteer Edinburgh pays a 7% employer pension contribution and employees must pay a minimum contribution of 3%. Staff may opt out if they wish.

**Termination**

A minimum of three calendar months notice will be required by the employee.

**Probation**

There will be a probationary period of three months followed by a review.

**Review**

This job description is open to review by Volunteer Centre Edinburgh’s Chief Executive and Management Board as and when appropriate in consultation with the post holder.

Volunteer Centre Edinburgh is a company registered in Scotland, limited by Guarantee SC202631

Scottish Charity SC029681