



**Job Title:** Head of Finance  
**Location:** Highland homebased with travel  
**Reporting to:** Chief Executive Officer (CEO)  
**Hours:** 21 hours per week, happy to talk flexible working with two agreed working days  
**Salary:** £45,000 - £50,000 pro rata per annum  
**Contract:** Permanent

### **Our Mission, Vision and Values: What we do and why do it**

**Mission statement:** To support Carers in Highland throughout their caring journey

**Vision:** A better life for Carers in Highland

**Values:** The way we work together - Connecting Carers will ensure Carers' voices are heard:

- with respect and compassion
- through inclusion
- through promoting choice and opportunity
- by contributing to their local community, and to ensure all Young Carers are seen, heard and supported

### **Employee benefits we offer you:**

Family friendly policies such as flexible working arrangements and Carers leave  
A comprehensive induction into the organisation and the role  
Holiday leave exceeding statutory holiday entitlement  
Pension with an employer contribution of 5%  
Training, support and development  
Employee Assistance Programme  
Health and wellbeing activities  
Access to NHS discount card  
Company sick pay scheme  
Cycle to work Scheme  
Birthday leave

### **Purpose of the role:**

As a key member of the Senior Management Team, the **Head of Finance** plays a vital role in supporting strategic decision making and safeguarding the assets of Connecting Carers. You will provide accurate and timely finance information to the Board of Trustees, Chief Executive Officer and other senior managers.

You will oversee the day-to-day operations of the finance function, including budgeting, management accounting, and cash management. You will also lead the development and implementation of financial policies and controls, and take responsibility for risk management.

This role includes the line management of the Grant and Trust Officer and leading the development of the organisation's Fundraising Strategy. You will guide a dedicated team that delivers vital grants to unpaid Carers enabling them to take much needed breaks, recharge, and reconnect with themselves beyond their caring role. Your leadership will directly support unpaid Carers to feel seen, valued, and supported at a time when they need it most.

### **Key responsibilities – What you'll do:**

#### **Main tasks**

##### **Financial**

- Lead on all aspects of financial planning, management and reporting to include preparation of the annual budget, producing and presenting monthly and quarterly management reports and manage month and year-end processes
- Monitor the level and use of all funds, restricted and unrestricted, and develop a strategic finance plan to sustain and grow the services offered
- Develop and implement appropriate financial policies and procedures and ensure robust internal financial controls are in place
- Oversee line management and support of the finance team, including development and training
- Support the senior management team in managing their departmental budgets, providing coaching as required
- Responsibility for the annual audit process, including preparation of the statutory accounts and submissions to Companies House and OSCR
- Manage the monthly and annual payroll and pension process, acting as the main contact for our external payroll providers
- Manage relationships with banks, and review cash deposits and report on as necessary
- Manage and renew all insurance contracts, ensuring adequate insurance cover is in place
- Attend the quarterly Board meetings and report and present on all financial matters
- Ensure compliance with financial, charity and company legislation to OSCR, HMRC and others
- Maintain good relationships with key stakeholders including auditors and payroll bureau, banks, insurers and Employee Benefit providers

##### **Other**

- Together with the Senior Management Team, develop and implement the strategic plan for the organisation and uphold Connecting Carers values
- Take a collaborative lead on the organisation wide Risk planning, ensuring practices and strategies are in place to mitigate risk
- Manage the Grant and Trust Officer, providing support in the development of the Fundraising Strategy and looking for new funding opportunities that arise
- Provide financial assistance in the preparation of funding applications and on-going reporting to funders
- Manage the Short Breaks Facilitator and develop processes and procedures to improve the experience of Unpaid Carers applying for grant funding
- Other duties as requested



## **Person specification - Knowledge, skills, qualifications and competencies**

### **Essential**

- Possessing accounting qualification or accounting experience relevant to the nature of the post
- Educated to degree level and/or with relevant experience
- Experience at senior management level
- Strong interpersonal skills and the ability to work collaboratively across teams
- Experience of accounting software
- Experience of statutory audits
- Self-motivating and able to work independently while contributing effectively to a team environment
- Good communication skills oral and written
- Competent and confident in the use of IT with detailed knowledge of MS packages

### **Desirable**

- Clear understanding of the needs of Unpaid Carers
- An understanding of the regional and national landscape in which Connecting Carers operates
- Experience of accounting in the charity sector and experience of operating Xero
- Familiarity with the governance of companies and charities regulated by OSCR