

Join us to help improve the lives of disabled children and their families by becoming our next Head of Finance



**Job Title:** Head of Finance

**Hours:** 37 hours per week. Work pattern to be agreed

**Location:** Hybrid: Minimum 2 days in one of our offices.

(Edinburgh, Glasgow, or Dundee)

**Salary:** In the region of £56k

### **JOB PURPOSE**

The Yard is an award-winning charity that runs adventure play services for disabled children, young people, and their families in Scotland. This year we have opened a new centre in Glasgow and have upgraded and increased our facilities in Dundee. This will increase our support to children and young people by 50%. As we move into the next stage of our development this is an exciting time to join The Yard and be instrumental in bring The Yard and all we can offer to more children and young people with disabilities.

To support this next stage of our development we are seeking an experienced Head of Finance to contribute to the strategic and business planning of The Yard, working as part of the Executive team. They will support the Finance team to ensure robust financial management and compliance.

### **ORGANISATIONAL STRUCTURE**

Reports to the Deputy CEO. This post has line management responsibilities for the Finance Team, currently a Finance Officer and Finance Assistant. They will also provide oversight to the Office and Facilities Manager.

### **Key Responsibilities:**

#### **Finance:**

- As part of the Executive team, develop and maintain financial models to support strategic decision-making
- Conduct detailed financial forecasting to anticipate future financial performance and funding needs.
- Review current processes and procedures and assist in managing the financial and procurement systems to generate efficiencies
- Monitor and manage the charity's investments and reserves.
- Evaluate the potential impact of VAT registration and implement necessary changes.
- Support the financial operations, including budgeting, forecasting, and financial reporting.
- Ensure compliance with financial regulations and standards.
- Manage cash flow and financial planning to support the charity's objectives.
- Oversee the appointment of auditors and review on a regular basis
- Oversee the audit process and ensure any identified area are addressed
- Collaborate closely with the Treasurer and Board of Trustees to provide financial information and analysis. Present monthly management accounts to The Board
- Responsible for all statutory reporting, eg to Companies House and OSCR

Scotland Yard Adventure Centre (known as The Yard) is a registered Scottish Charity SC002538 and Private Limited Company registered in Scotland 101671.

**Procurement and IT:**

- Responsible for procurement of utility, insurance, and IT contracts
- Develop and implement the charity's IT strategy to support operational efficiency and growth.
- Oversee and manage the external IT service provider contract
- Lead IT projects, including system upgrades and new technology implementations.
- Undertake responsibilities of Data Protection Officer for the organisation

**Leadership:**

- Provide strategic leadership and direction as part of the Executive Team
- Foster a culture of continuous improvement and innovation
- Support the professional development of finance team members
- Collaborate with other senior leaders to drive the charity's strategic goals

**AUTHORITIES AND LIMITATIONS**

Authority to purchase up to the limit of the delegated authority approved by the Board

**KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES****Essential qualities and experience:**

- Proven experience in a senior financial role
- Strong knowledge of financial forecasting and modelling, accounting principles
- Experience of driving efficiencies through, process re-engineering and procurement
- Excellent leadership and communication skills
- Ability to work collaboratively across multiple functions
- Demonstrable evidence of working in accordance with our values
- Strategic thinker with a proactive approach
- Strong critical thinking skills and attention to detail
- Ability to manage multiple priorities and meet deadlines
- Relevant professional qualifications

**Desirable qualities and experience:**

- Experience of working within the Charity sector
- Previously worked with development or Fundraising teams
- Managing an outsourced service