

Finance Manager

Welcome from the CEO

At Verture, our mission to drive climate resilience and adaptation relies on sound financial management and strategic resource allocation. As we grow and evolve, the role of Finance Manager is vital to ensuring our long-term sustainability and impact.

This is an exciting opportunity for an experienced finance professional to make a significant contribution to our organisation's effectiveness. You will work closely with our CEO and Leadership Team to deliver our financial strategy, continue to strengthen our financial systems, and contribute to the robust financial governance needed to support our climate adaptation work.

In this role, you'll provide the financial insight that enables us to make informed strategic decisions and maximise the impact of our resources. If you're passionate about using your financial expertise to support positive environmental and social change, I hope you'll consider joining our team.

About Verture

Verture is the climate resilience charity. We deliver climate adaptation through leadership, collaboration, and innovation at national, regional, and local levels.

As leaders in climate adaptation, we designed Adaptation Scotland for the Scottish Government, shaping national strategy and sharing key learnings across sectors. Our work sets the standard for best practices, ensuring a future-proofed, climate-resilient Scotland.

We prioritise communities who will feel the impacts of climate change the hardest, including people on low incomes, black and brown people, and disabled people. As climate instability increases, we focus on solutions that build resilience from the ground up. Our work supports thriving communities where everyone has a stake in the future.

Justice and equity are at the heart of everything we do. We embed these principles across all our initiatives, ensuring that climate solutions are fair as well as effective.

Job Description

Reports to: Chief Executive Officer

Location: Edinburgh/Glasgow: Flexible hybrid working

Hours: 0.8 FTE

Salary: £50,226 - £63,700 (based on 1.0 FTE; to be pro-rated to part time)

Contract: Permanent

Responsibilities

- Deliver Verture's financial strategy, monitoring financial sustainability
- Supporting Programme Managers with effective resource allocation as needed
- Manage all aspects of financial operations including accounting, budgeting, financial reporting, and compliance
- Provide financial advice to the CEO, Leadership Team and Board of Trustees to support decision-making
- Develop and monitor financial systems, controls and procedures to safeguard the organisation's assets
- Lead on financial risk management, identifying potential risks and developing mitigation strategies
- Oversee financial aspects of funding agreements, contracts and partnerships
- Prepare and present clear financial reports to internal and external stakeholders
- Manage the annual audit process and ensure compliance with all statutory requirements
- Contribute to business planning and organisational development from a financial perspective
- Develop financial models to support the organisation's strategic objectives
- Support the financial and budgeting elements of funding applications and proposals, working collaboratively with the Head of Income Generation (when appointed)

Strategy, business development and financial planning

- Develop and monitor the Verture financial model to support Verture's five-year strategy
- Manage annual financial planning and quarterly review processes to support budget preparation, forecasts and project costings

- Facilitate annual and quarterly planning of the resource management system to effectively manage staff time in delivering budgets and forecasts
- Exercise commercial acumen to contribute to key strategic business decisions at both the Leadership Team and Board level
- Develop and implement systems that improve organisational efficiency and effectiveness
- Provide regular financial reporting and analysis to the Board of Trustees
- Lead on financial risk management, identifying potential risks and developing mitigation strategies
- Support the financial aspects of funding applications and project proposals, ensuring accurate costings and budgets

Treasury and cashflow management

- Effectively manage Venture cashflows
- Ongoing monitoring of existing banking arrangements to ensure that those in place meet the needs and ethical values of the business

Project Management and financial reporting

- Overall accountability for the effective operational management of Venture's financial reporting processes including:
 - Routine financial processes, including all bookkeeping, payroll preparation and ensuring that all routine banking transactions and payments are made within agreed timescales
 - Ensure the completion of accurate and timely statutory returns (quarterly VAT, payroll related tax returns, OSCR, Companies House)
- Production of accurate and timely accounting records including:
 - Regular monthly management accounts and quarterly Board reporting;
 - Supporting financial narrative for the Board of Trustees;
 - Quarterly updates to income/expenditure forecasts; and
 - Annual audited statutory accounts

- Proactive management of Verture's insurance policies and employee pension payments
- Where necessary, provide guidance to colleagues on compliance with internal and external financial regulations

Person Specifications

Experience

- A recognised accountancy qualification with post-qualified experience or qualified by experience in a similar role
- Working in a fast-paced team to deliver projects and outcomes
- Track record of delivering agreed objectives within a specified timetable
- Experience in the environmental, climate, or charitable sector is desirable, but not essential

Skills and abilities

- Ability to work collaboratively as part of a diverse team
- Excellent written and verbal communication skills, translating complex financial information into accessible content for a non-financial audience
- Strong analytical and strategic thinking skills
- Ability to manage multiple priorities and deadlines
- Problem-solving skills with a solutions-focused approach

Knowledge

- Microsoft Office, including extensive data manipulation and model building/maintenance in Excel
- Accounting for charity funding types in line with regulatory and legislative frameworks
- Experience with financial systems including Xero and ApprovalMax

Working at Verture

Our Way of Working

Working at Verture involves being part of a collaborative and social team, with a strong focus on employee wellbeing and opportunities to develop your own innovative ideas. Our internal culture and working style is characterised by:

- Co-design of initiatives
- Solutions and impact/outcome focused approach
- Commitment to equality, diversity and inclusion

We are committed to staff development and to identifying opportunities for career progression. We support all staff to develop and grow to their full potential.

Benefits

Here's what you can expect when you join our team:

- The opportunity to make a meaningful difference in climate resilience across Scotland
- A collaborative team environment focused on innovation and impact
- 35 days annual leave including public holidays
- Flexible working arrangements
- Company sick pay
- Death in service scheme
- Employee support services
- Pension scheme with employer contributions up to 6% of salary

Our Commitment to Equity, Diversity and Inclusion

Climate change affects everyone, but not equally. At Verture, we believe our team should reflect the diverse communities we serve. We particularly encourage applications from individuals from underrepresented groups, including working-class people, ethnic minorities, and disabled communities, as these populations are often most impacted by climate change.

We are committed to making our recruitment process accessible to all. If you require any adjustments or support during the application process, please let us know.

How to Apply

- Application process and deadline- **12 noon, 28th November 2025**
- Required documents: Online Application form, CV
- Those shortlisted for interview will be notified by **Wednesday 3rd December 2025**

For questions about this role or the application process, please contact recruitment@verture.org.uk

Verture: the climate resilience charity