



Job Description

Job title

Finance Manager

Hours of work

10.5 hours a week (0.3 FTE)

Salary

£36,400 FTE (£10,920 pro rata 0.3 FTE/10.5 hours)

Location

Glengarry Community Development Trust Office, The Old Forestry Depot, Invergarry, PH35 4HG

Reporting to

Development Manager

How to apply

To apply, please send a current CV and cover letter outlining how you demonstrate the required criteria to Tom Cooper at tom@glengarry.org.uk.

You can contact Tom at the above email for an informal discussion about the post prior to applying.

Closing date for applications: 5pm Wednesday 8th April

Interviews to be held during week beginning: 13th April

About the Role

Glengarry Community Development Trust is a community-led charity that manages land for the benefit of local people and visitors. The organisation works on a range of projects that are all designed to address local needs and which deliver the Glengarry Community Action Plan (2025-30).

In 2023 we began constructing six off-grid forest cabins to create sustainable income to support the Development Trust's community and environmental objectives. We have now reached the exciting stage of opening the business, scheduled for spring 2026.

We are looking for an experienced Finance Manager who will have responsibility for overseeing day to day financial operations across all aspects of the organisation. This will include, but is not limited to: developing budgets, forecasting and projections, bookkeeping, day to day finance tasks, and maintaining management accounts. The post holder will report to the Development Manager.

Purpose of the Post

Glengarry Community Development Trust is a growing organisation and is playing an increasingly key role in the development of Glengarry. The successful post holder will join us at a critical time as we prepare to open our cabin business, and implement the community action plan. The post holder will work alongside the Development Manager across all existing and new projects to ensure that financial systems and processes are fit for purpose and reviewed as required. Additionally, the post holder will be expected to support with any activity which is finance related ranging from management accounts to day to day finance related queries from the staff team. The role is crucial for providing accurate financial information to support strategic decisions and for ensuring the organisation's financial health and integrity.

Key Responsibilities

- Develop project budgets and funder reports
- Set budgets and forecasting
- Maintain financial records
- Prepare financial reports for management and trustees
- Provision of financial records and assist with submission of accounts with the accountant
- Ensuring compliance with funding requirements, setting budgets and forecasting
- Process and record invoices, processing payments, and receipts
- Budget tracking against expenditure, apportion to the relevant funds held, report on financial variances
- Implement and support strong internal controls and authorisation processes to ensure financial probity and accuracy

- Maintain and improve bookkeeping and accounting systems, both manual and where feasible look at automated offerings, assist with data integrity and improvements.
- Work closely with management and treasurer to ensure timely and accurate salary calculation and payment
- Prepare for and hold finance meetings with the Development and Facilities Managers
- Work closely with the Development Manager to assess applications for grant monies, liaise with Grantors and explore new opportunities for community benefit
- Ensure VAT records are accurately recorded (purchase and sales) to calculate and submit the relevant quarterly returns to HMRC.
- Reconcile cabin occupancy against payments received on an ongoing basis, devise mechanism for late payment etc.
- Income forecasting and projection based on actual income and occupancy take up rates

Essential skills and experience

- Proficiency in Microsoft Office, in particular Excel
- Experience of finance administration and management
- Experience with fund administration, including grant/fund tracking and income reconciliation
- Excellent attention to detail and accuracy
- Reliable, organised and excellent time-management skills
- Ability to work both independently and as part of a small team

Desirable skills and experience

- Understanding of other accounting software.
- Understanding of charity-specific financial regulations and accounting standards.
- Experience of finance in relation to charities and trusts

Term and Conditions

This is a fixed term contract for 12 months. The post may be extended subject to funding.

Salary: £36,400 FTE (£10,920 pro rata 0.3 FTE/10.5 hours)

Salary will be paid monthly by BACS

Pension: Salary includes a 3% employer's pension contribution

GCDT operates a flexible working policy.