**Chief Financial Officer**

Title of Post: Chief Financial Officer

Hours: 30 hours per week

Salary: £50,000 per annum (pro rata)

Responsible to: Board of Directors

1. **Key information**

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| **Chief Financial Officer** | |
| Employer | Angus Carers Centre |
| Work location | Angus Carers Centre, 8 Grant Road, Arbroath, DD11 1JN |
| Position type | Part time |
| Salary | £50,000 per annum (pro rata) |
| Contract | All posts at Angus Carers Centre are subject to a 6-month probationary period. |
| Pension | Employer contribution of 3% based on an employee contribution of 6% |
| Equipment | Laptop, docking station and mobile phone |
| Benefits | Employee Assistance Programme (EAP) |
| Start date | As soon as possible following a formal offer of the post. |
| Application process | To apply, please provide the following:   1. A covering letter explaining why you are interested in this position, highlighting your relevant experience, and explaining how you meet the ‘Person Specification’ (detailed below). The letter should be between 800 and 1000 words. 2. A CV, limited to two pages. 3. Contact details for two work or education related references. (Please state clearly if you do not want us to contact references prior to interview.)   Completed applications should be sent to [lorna.barenburg@anguscarers.org.uk](mailto:lorna.barenburg@anguscarers.org.uk) and margaret.watt@anguscarers.org.uk |
| Interviews | Interviews will be held face to face in Angus Carer Centre  Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency-based questions). |
| Contact information | If you have any questions, please contact Lorna Barenburg Chair of the Board of Trustees  [lorna.barenburg@anguscarers.org.uk](mailto:lorna.barenburg@anguscarers.org.uk) |

**About Angus Carers Centre**

Angus Carers Association (trading as Angus Carers Centre) is an organisation established by carers, for carers. The Association was established in October 1996 and became part of the Royal Princess Trust for Carers network in November 1997, then becoming known as “Angus Carers Centre”.

Angus Carers Centre is a well-regarded and successful charity/organisation providing tailored information, advice, emotional and practical support to young people and adults who care for a relative or friend who, due to illness, disability, mental health conditions or addiction, could not manage without their care and support.

Today Angus Carers Centre has 20 staff, 50 volunteers, 1,500 registered adult carers and 90 young carers.

**Job Summary**

As part of the Angus Carers Centre Senior Management Team, you will be responsible for managing the day-to-day finance function - including the management accounts, financial reports to funders, statutory returns, cash flow management and budgetary control.

**Key Tasks:**

* Leading on the development of annual and monthly budgets and managing their respective financial performance effectively, ensuring and influencing best practice across the organisation.
* Preparing monthly reporting on all management accounts, analysing variances, and implementing solutions.
* Reviewing income & expenditure actuals vs budget with the senior management team, on a regular basis, explaining variances and forecasts for the next reporting period.
* Validating and reviewing all transactional information within the accounting system, ensuring compliance to processes and procedures.
* Managing monthly cash flow including input of actuals and reviewing and amending forecasts, including income management, ensuring all projected income is realised and accounted for.
* Preparing and submitting financial information to the Funding Manager to support reporting requirements from our various funders to their specific requirements.
* Preparing monthly financial reporting schedules for Board papers, reconciling to Management Accounts.
* Introducing meaningful financial KPIs allowing the organisation to understand and measure its performance.
* Reviewing and approving supplier payments, staff payroll & expenses and credit payments as required.
* Preparing and submitting other finance-related forms, claims and returns on an ad-hoc basis.
* Manage and Support Funding, Finance and Admin staff.
* Supporting the development financial systems, controls, and applications.
* Identifying opportunities for improvement and efficiencies to enhance Angus Carers Centre’s offer and ensure best value.

General Duties

* Ensure confidentiality of funding strategy and activities as agreed with the Board.
* Carry out duties in accordance with Angus Carers Centre’s policies and procedures.
* Attend training and development as identified by you and the Board.
* Attend team meetings, support & supervision, and an annual appraisal.
* Occasionally you may need to work outside of normal office hours including evening and weekends.
* Any other work commensurate with the level of this post.

Person specification

* This role requires proven and demonstrable experience in financial & management accounting including costing, forecasting, and variance analysis.
* You will be reliable, practical, and methodical, have advanced IT skills – particularly in Microsoft Excel, and will demonstrate excellent interpersonal skills, both verbal and written.
* The ideal candidate will be a professionally qualified accountant, highly organised and able to prioritise a varied workload to manage and meet competing deadlines, delivering accurate and well-presented work in a timely manner.

Essential criteria

* Minimum of 2/3 years relevant demonstrable experience across all areas of responsibility.
* Experience of XERO, ApprovalMax or other accounting packages.
* Experience of managing, setting up and online banking systems and integrating them to accounting software packages.
* Proven track record in costing, budgeting, reforecasting, and variance analysis.
* Experience of computer accounting packages.
* Excellent report writing skills with the ability to produce accurate and well-presented work.
* Excellent interpersonal skills – both verbal and written Excellent IT skills, particularly in use of Microsoft Excel.
* Ability to manage a varied workload and prioritise to meet competing deadlines.
* Dynamic, demonstrating an ability to learn quickly and adapt.
* Ability to present financial information to non-financial staff.
* Experience of managing and supporting staff.

Desirable criteria

* Experience of charity accounting.
* Professional Accountancy qualification