



**SOCIAL  
ENTERPRISE  
ACADEMY**  
One becomes many

# RECRUITMENT PACK



## HEAD OF FINANCE & RESOURCES

Closing date: 9am Monday, 21 July 2025

Interviews: 30 July 2025

# INTRODUCTION

**We're on a journey to create fairer communities by facilitating 10 million social entrepreneurs globally by 2030. Do you want to help make this a reality?**

**Thank you for your interest in our part time Head of Finance & Resources role.** We are looking for a qualified and experienced Finance professional to join our team and oversee the Finance & Resources Department within the business.

We're looking for someone with a passion for social enterprise, a strong track record in financial management, and experience leading a multi-disciplinary team in a similarly sized organisation. As well as the right qualifications, we value a mindset that ensures high-quality, rigorous financial oversight and creative thinking to support our future vision.

This is a pivotal time for the Academy. Last year brought significant challenges — from economic pressures and public funding cuts to internal financial management issues. With full Board support, we've taken decisive action: rebuilding our financial systems, restructuring to improve resilience, and implementing a recovery plan that's already delivering results.

We're pleased that our core funder, the Scottish Government, has renewed its support — a strong endorsement of our direction. We're also launching exciting initiatives to grow our impact and diversify income, including new work through our schools programme and fresh approaches to leadership learning in the social economy.

As Head of Finance & Resources, you'll provide strategic leadership across finance, HR, Health & Safety, IT and office services. You'll ensure compliance, support governance and act as Company Secretary. The role is key to driving long-term sustainability through robust financial planning, performance analysis and effective reporting.

Just as important as experience and skills is the right mindset. We know the best candidate might not tick every box — but if you bring the right attitude and a commitment to our mission, we'd love to hear from you.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil M', with a long, sweeping horizontal line extending to the right.

Neil McLean

**Chief Executive  
Social Enterprise Academy**

# ABOUT US

At the Social Enterprise Academy, we believe social entrepreneurs play an essential role in changing the world.

We strengthen their role in local communities through transformational learning programmes that will increase their community impact.

Our programmes are accredited, responsive to learner needs, and are delivered by experienced Facilitators who are social change leaders themselves.

Since 2004, we have delivered over 1,900 learning programmes to 28,000+ learners in over 30 countries. We have also engaged over 55,000 young people around the world, using social enterprise as a tool to help them reach their full potential and create positive change in their communities.

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

- We believe that having a diverse and inclusive staff makes for better discussion, better decision making and better organisational impact. It also better reflects the people, businesses and communities we support.
- The Social Enterprise Academy is committed to the active promotion of Equal Opportunities and the living wage as an employer and in the provision of services to the community.
- As part of our commitment to diversity and inclusion we are taking active measures to improve and ensure that our recruitment process is accessible and inclusive.

### **When you apply for a job with us, you can know that:**

- The advert language has been pre-assessed for gender bias.
- Our application form is in Word document format, with alternative formats available upon request.
- We are happy to discuss reasonable adjustments for your application and/or interview process.
- We anonymise applications ahead of the shortlisting process.

# OUR VALUES



## **Leading Empowerment:**

We believe we have a leadership role serving a movement achieving social change



## **Enterprising Collaboration:**

We believe our success relies on the success of others



## **Authentic Integrity:**

We believe in what we do, and exemplify it in practice



## **Responsibility with Trust:**

We believe in each other's potential and ability to learn by doing



## **Nurturing Kindness:**

We believe in life being healthy, happy and fun

# JOB PROFILE

<b>Contract Type/ Hours</b>	<b>Permanent   Part Time</b>  28 hours per week, (0.8FTE) flexible working options
<b>Salary</b>	<b>£60,000 per annum (pro rata) + Company Benefits</b>  Includes a company pension, 35 days annual leave (pro rata), an employee assistance programme and learning and development opportunities
<b>Location</b>	<b>Edinburgh / Hybrid (c. 50% office based); minimal travel required</b>

# MAIN RESPONSIBILITIES

- Strategic Leadership of the Finance & Resources Team to deliver on the Academy's strategic goals and to ensure appropriate development of the Team
- Develop and regularly review the Academy's short and long-term financial planning, budgets and forecasts with a focus on long-term sustainability.
- Management of financial accounting processes ensuring appropriate controls & compliance with statutory requirements, production of Statutory Accounts & management of the annual audit.
- Production of the monthly Management Accounts pack, analysis and insight including Income & Expenditure, Balance Sheet, monthly and weekly cash flow analysis, reporting to Board, Sub-Committees and Senior Leadership.
- Develop and maintain commercial pricing frameworks, critically appraise new project budgets and provide support to the bid process to improve income generation.
- Engage as an effective business partner at senior management and team level to challenge, identify risks and opportunities, drive performance management and improve decision-making.
- Review and advise on funder agreements, sales and supplier contracts to optimise commercial benefit and minimise financial risk for The Academy.
- Develop and maintain organisational policies across all areas of the Finance & Resources Department.
- Ensure accuracy and compliance in relation to payroll and pensions requirements
- Oversee the management of Human Resources services including the development of toolkits & business partnering to enable colleagues to manage teams effectively.
- Oversee the management of Health & Safety, Office and IT Services.
- Oversee all Company Secretary & GDPR requirements for The Academy including compliance with statutory responsibilities including the provision of EA services and administration to the CEO and Trustees.

# PERSON SPECIFICATION

## Skills & Knowledge (essential unless noted otherwise)

- Qualified Accountant with significant technical knowledge and commercial skills
- High degree of computer literacy (including advanced excel skills) and knowledge of a variety of accounting software.
- Highly effective written and oral communication and presentation skills.
- Knowledge of the statutory requirements of Companies House, HMRC, OSCR, ICO and GDPR.
- An understanding of Health and Safety and HR legislation
- Detailed knowledge of the Charities' SORP (Desirable)

## Experience (essential unless noted otherwise)

- Significant experience in leading financial planning, management accounting and managing financial performance within a similar-sized or larger organisation.
- Experience of managing cash flow on both a short-term and longer-term basis.
- Experience of leading a small multi-disciplinary team.
- Experience of operating at Senior Leadership and Board level (Desirable)
- Experience working with restricted income, grant funders and their reporting requirements (Desirable)

## Behaviours (essential)

- You are an excellent communicator, people leader, motivator and mentor. You engage with staff at all levels, driving vision and values and bringing people with you through change and transition
- You are a credible and highly visible ambassador for The Academy and are comfortable seeking, initiating and leading key stakeholder relationships, partnerships and collaborative ventures
- You work and lead with authentic integrity and are consistently a role model for The Academy's values.
- You lead a working culture underpinned by Equality, Diversity & Inclusion. You value diversity of thought and encourage your team to provide & accept challenge to drive continual improvement and business growth. You do what you say you will do and trust others to do the same
- You act with kindness and an awareness of the strengths and needs of the people around you. You are committed to developing both yourself and others to thrive in the workplace.

## TERMS AND CONDITIONS

- 28 hours per week (0.8FTE) with the option for flexible working
- Annual leave entitlement is 25 days plus 10 public holidays (pro rata)
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities
- Place of work – Edinburgh office with the option of hybrid working. (c. 50% office based)
- The post is part of the Senior Leadership Team and will report to the Chief Executive
- Notice period – 2 months

# HOW TO APPLY

- Send your CV and a cover letter in Word document format outlining:
  - Why you are interested in the post and joining the Academy team.
  - The experiences, skills and qualities you have that match you with the post's job description and person specification.

along with a completed copy of our equality and diversity monitoring form (downloadable from our website) to [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy) **by 9am, Monday 21 July 2025.**

- Please note that interviews will take place on 30 July 2025.
- More information available at: <https://www.socialenterprise.academy/scot/join-the-team>

## Artificial Intelligence

The Social Enterprise Academy recognises that artificial intelligence (AI) can be useful for applications e.g. to shorten an initial draft, so we do not attempt to have an absolute ban on using AI for applications. However, we would advise candidates not to rely too much on AI in drafting answers for applications or writing cover letters. That's because we are keen to hear your authentic voice telling us about your skills and experience. We will be looking for applications that use examples and experiences that are specific to you and it is more likely that you will produce that kind of content yourself than AI will.

Please note, we do not use AI when shortlisting applications.

**If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process e.g. application form in a different format or extra interview time, please get in touch:**

**Karen Veitch | 0131 243 2670 | [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy)**



# SOCIAL ENTERPRISE ACADEMY

One becomes many

leadership | enterprise | learning | social impact

**[www.socialenterprise.academy](http://www.socialenterprise.academy)**

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

0131 243 2670 | [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy)



Social Enterprise Academy