**Finance Manager Job Description**

**Introduction and Background**

ELCAP is a Scottish charity committed to providing vital care and support to individuals with learning disabilities, mental health challenges, and those seeking assistance to remain active, safe, and well. With a strong presence in East Lothian and Midlothian, we work with over 200 individuals weekly, delivering more than 8,000 hours of support and offering respite care in our facilities in Dalkeith and Tranent. Established in 1989 and officially recognised as a charity in 1992, ELCAP is driven by a team of over 300 staff who focus on empowering individuals to overcome obstacles and promote independence.

**Job Context**

The Finance Manager plays a vital role within ELCAP, a charity dedicated to delivering impactful services in the community. This position is essential for ensuring the organisation’s financial health and operational efficiency and providing all staff with comprehensive payroll and finance/accounts support. Working in collaboration with the Chief Executive and Accountant, the Finance Manager will take charge of key financial functions, including managing accounts, processing invoices and payments, and overseeing payroll tasks.

This position requires a proactive approach to financial management. The Finance Manager will prepare and analyse financial reports and contribute to strategic planning through budgeting and forecasting. As part of a dynamic team, the Finance Manager will drive continuous improvements in financial practices, ensuring compliance with regulations while navigating the complexities of charity finance. This role is pivotal to supporting ELCAP's mission, enabling informed decision-making at all levels, and maintaining transparency and accountability in financial operations.

**Specific Duties and Responsibilities**

- Review and oversee the Bookkeeping and Payroll functions within the charity, providing assistance and staff training as required.

- Prepare and process journal entries on Sage.

- Prepare monthly management accounts.

- Analyse monthly reports and prepare presentations for the CEO and Board.

- Conduct budgeting and forecasting.

- Drive continuous improvements to accountancy practices within the charity.

- Identify risks to delivery and propose effective solutions.

- Develop and implement financial policies and procedures.

- Assist the Board and Senior Leadership Team (SLT) with financial decisions, including budgets for growth opportunities.

- Supervise and mentor finance department staff, fostering an inclusive environment.

- Ensure compliance with financial regulations and standards.

- Liaise with external auditors and facilitate the audit process.

- Oversee and process payroll.

- Conduct regular quality assurance audits of financial processes in ELCAP and report these to the CEO.

- Lead the preparation and presentation of financial reports for the accountant, addressing queries related to financial management processes.

- Direct and oversee the reconciliation of purchase and sales ledger accounts, providing insights into discrepancies and resolving issues.

- Prepare and present monthly and annual financial reports, ensuring clarity and transparency in reporting.

- Oversee cash flow management and bank reconciliations, ensuring that liquidity needs are met.

- Invoice customers for service user hours and align with agreed contracts, ensuring timely payment and compliance with Financial Regulations.

**Person Specification**

The Finance Manager will effectively oversee financial operations, manage budgets, and provide strategic financial advice. The essential requirements for this role are as follows:

**Qualifications:** A bachelor's degree in finance, accounting, business administration, or a related field is advantageous, but candidates demonstrating relevant experience and skills are also encouraged to apply.

**Professional Certification:** Professional qualifications such as Chartered Accountant (CA) or ACCA (Association of Chartered Certified Accountants) are preferred. Other relevant certifications may include CIMA (Chartered Institute of Management Accountants) and AAT (Association of Accounting Technicians).

**Experience:** Practical experience in finance or accounting roles is crucial, but we value diverse paths to expertise and welcome applications from candidates with a range of professional backgrounds.

**Skills:** Strong analytical skills, attention to detail, and proficiency in financial software are essential. We particularly appreciate candidates who can contribute to fostering an inclusive workplace culture.

**Desirable Criteria**

Knowledge or understanding of health and social care is a plus.

Cultural competence and the ability to work effectively with diverse communities are highly valued.

**Key Relationships**

ELCAP Board of Directors

Chief Executive

Head of Operations for service delivery

Business Manager

Operational Leads

External Suppliers

External Partners (local authorities)

**Commitment to Diversity**

ELCAP is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and are committed to providing reasonable accommodations to working environments.