



Finance and Business Support Manager Job Description

Role: Finance and Business Support Manager	Salary: £38,000 (pro-rata)
Reports To: Managing Director	Type of contract: Full-Time (35 hours per week) or Part-Time
Location: Easter Road Stadium, Edinburgh	Start Date: Negotiable

About the Hibernian Community Foundation

The Hibernian Community Foundation is the charitable arm of Hibernian Football Club, leveraging the power of football and sport to drive meaningful social change. The Hibernian Community Foundation implements a range of community-focused projects through its dedicated Community Hub and beyond, fostering inclusion, wellbeing, and connection across communities. Our services are designed to support diverse needs, promote social engagement, strengthen community resilience and respond to poverty, loneliness and isolation.

The Hibernian Community Foundation is embarking on an exciting period of growth and development while continuing to support some of the most vulnerable members of society.

Job Overview:

Working with the Managing Director, heads of departments and Board, to support the management of all finance, governance and business support activities.

Key Responsibilities and Accountabilities:

Finance

- Process all income and expenditure.
- Ensure safe and effective sign off and processing of invoices.
- Develop and monitor the budget, prepare budget updates, with projections and reports for the Managing Director and presentation to the Board.
- Produce and maintain cashflow forecasts
- Process expenses and ensure allocation to the correct cost centres.
- Support in the processing of salary payments.
- Prepare monthly management accounts.
- Complete bank reconciliation activity.
- Prepare the audit pack and manage the external audit.
- Manage Just Giving pages and income and process Gift Aid applications.
- Undertake any finance activity to help the Foundation manage its finances effectively.

Business Support

- Provide secretarial support to the Managing Director, Board and the HCF Team, by organising meetings, circulating papers, taking minutes, updating governing bodies, and providing support to Board members as required.
- Establish and manage all administration systems and records (including core HR processes/SharePoint, annual leave) within the Foundation, offering support to the team and programmes.
- Provide support linked to policy development, PVG, GDPR and the Risk Register
- Manage/support the recruitment process of new staff and Trustees
- Identify the most efficient ways to organise support activities, utilising technology to its fullest potential.
- Provide support on the administration elements of fundraising events.
- Work with and develop positive relationships with the wider Hibernian FC support teams to ensure the Foundation maintains its excellent and professional links to the Club.

- Ensure the office space and surroundings are well organised and maintained.
- Assist within diary management and meeting organisation.
- Undertake any task required to help the Foundation function effectively.

Required Knowledge, Skills and Experience

Essential

- Detailed finance experience of processing and managing income and expenditure for an organisation.
- Experience and knowledge of developing budget profiles, updates and projections
- Excellent written and verbal communication and interpersonal skills.
- Excellent planning and organisational skills.
- Advanced technical skills in particular Microsoft office suite.
- Proven experience of making a positive contribution to an organisation as part of a wider team.

Desirable

- A finance qualification would be desirable.
- Experience of Xero and Excel.
- Ability to apply judgement and contribute to decision making.
- Desire to make constant improvements to processes and procedures.
- Excellent communication, planning, and evaluation skills

Terms and Conditions:

The Key Responsibilities, Required Knowledge, Skills and Experience reflect the requirements of the job at the time of issue. The Hibernian Community Foundation reserves the right to amend these with appropriate time and consultation.

Details and Benefits:

- 27 days leave per annum plus 8 bank holidays (pro rata, if not full time)
- Flexible and Hybrid working where required
- Pension scheme
- Two complimentary tickets to home games at Easter Rd Stadium
- Staff discount scheme