

Job Description

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| Job Title: | Head of Finance |
| Location: | Blend of office (Dunfermline) and home working |
| Reports to: | Director of Finance |
| Hours: | Monday to Friday, core office hours with some flexibility |

Purpose of the Role:

Responsible for the operational and strategic delivery of the Society's finance function. Providing leadership to the finance team, as well as engaging with senior leaders and operational managers in the planning and sound management of the Society's finances. Working with the Director of Finance and Senior Leadership team to develop the Finance function and the Society's long-term financial and business plans.

Specific Responsibilities:

- Lead the Finance team, fostering cohesion, innovation, shared purpose and engagement in establishing and achieving our strategic objectives and KPI's.
- Lead in the preparation of monthly management accounts including commentary and analysis.
- Lead on the treasury management of the Society ensuring tight cash flow monitoring and planning.
- Ensure the Society's investment portfolio is monitored, and the performance thereof is appropriately accounted for within the management accounts and financial statements.
- Work with our People & Culture colleagues ensuring that appropriate processes and controls are in place to run the Society's monthly payroll, carrying out the monthly review and sign off.
- Preparation of financial reporting update reports for the Senior Leadership Team, Committees and Board members.
- Lead on the annual budgeting process, ensuring strong engagement with budget holders from across the Society.
- Work with budget holders throughout the year to identify risks and opportunities within budget areas.
- Work alongside the Society's planning and business transformation teams to ensure that budget and financial forecasts are aligned with Business Plans.
- Preparation of future financial forecasts including various models and stress testing scenarios.
- Provide Senior Leadership Team, Committee and Board members with in-year forecasts in relation to the financial performance to support decision making and performance monitoring.
- Clearly present complex financial information to support organisational decision-making.

- Prepare ad-hoc financial reporting to support business decision making and colleagues' understandings of the Society's financial performance and plans.
- Work with the Head of Estates to ensure the Society's fleet costs are appropriately accounted for within the budget and financial forecasts
- Work closely with the fundraising team to monitor restricted funds.
- Manage relationships with external partner organisations such as the Society's investment advisors, auditors and insurance brokers.
- Coach and partner with colleagues from across the Society, ensuring that there is engagement and understanding of our key financial processes; including supporting any training and development initiatives required.
- Lead in the preparation of year-end accounts and liaison with auditors, ensuring that the financial statements are prepared in line with the charity SORP and that all year end deadlines are met.
- Support the Head of Procurement to ensure value for money in the Society's spending activity and in the achievement of cost reduction in overheads and direct purchases as set out in the budget.
- Working closely with fundraising colleagues to oversee legacy administration and support with preparation of Trust funding applications etc.
- Support the Head of Estates in managing the Society's residential leases and properties, as well as the financial planning and management of maintenance and refurbishment plans across the estate.

All colleagues are required to:

- Model the Society's values - Commitment, Compassionate, Professional, Expert, Collaborative and Adaptable - in your leadership approach to drive a high performing culture, high colleague and volunteer engagement through effective communication, and by giving and receiving regular feedback
- Understand and comply with all Society policies and procedures
- Take care of their own health, safety and wellbeing and that of others who may be affected by their acts and omissions.

Person Specification - Head of Finance:

| | Essential | Desirable |
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| Education & Qualifications | <ul style="list-style-type: none"> Qualified Chartered Accountant | |
| Experience & Job Knowledge | <ul style="list-style-type: none"> Experience of line managing and leading teams | Experience working within the third or charity sector |
| Job Related Skills / Competencies | <ul style="list-style-type: none"> High level of literacy and numeracy Ability to innovate and prioritise Ability to respond quickly to changing demands Highly developed IT skills Strong interpersonal skills and the ability to deal with a wide variety of contacts such as the board of directors, senior managers, and key partners Strong administrative and organisational skills Ability to prioritise, innovate and work on strategic and operational issues Ability to convey complex financial information in an understandable and engaging manner Attention to detail – ability to provide accurate analysis, data and draft reports | |
| Personal attributes | <ul style="list-style-type: none"> Positive attitude and reliability under pressure Ability to identify and articulate opportunities Works with others in a collaborative manner Flexible and resilient – adapts to changing demands and conditions. A strong advocate of continuous improvement Models the Society's values of Committed, Compassionate, Professional, Expert, Adaptable and Collaborative. | |
| Additional relevant criteria | <ul style="list-style-type: none"> Full UK manual driving licence | |