



Finance Manager

Location: Perth / Aberdeen

Reports to: Director of Corporate Services

Hours: Part time—22.5 hours per week over a minimum of 3 days

Salary: £50,000 to £55,000 pro rata

Benefits: Pension: 12% employer's contribution (after 3 months' service)
Annual Leave: 36 days pro rata (incl. public holidays) + an extra day for your birthday

Death in Service benefit: 3 times annual salary

Optional Private Medical Insurance plan

Access to Blue Light Card

Learning and Development opportunities

Working for Scotland's Charity Air Ambulance

Scotland's Charity Air Ambulance (SCAA) exists so nobody in Scotland suffers or dies because medical help cannot get there in time.

People can get sick or have accidents anywhere and anytime. But in Scotland there are places where urgent medical help cannot reach people. Or help gets there too late. And when lives are at risk every minute matters.

As a charity we rely on donations from the Scottish public, companies and communities to ensure that urgent medical help gets to the patient when it is needed, wherever they are and at whatever time of day.

SCAA is seeking to appoint an experienced, qualified, professional Finance Manager with strong analytical skills, capable of producing and presenting financial information in a succinct and straightforward manner. The preferred candidate will have experience of producing management accounts and other management information relating to organisational performance, cashflow, investment reporting and budget analysis.

Excellent analytical, interpersonal and communication skills are essential. The appointed individual will be expected to liaise effectively with colleagues, Senior Management (SMT) members, Trustees and other colleagues within the Charity. They will also develop and strengthen relationships with banks, insurers, investment managers, auditors and other professionals. The person will be expected to produce and present a range of financial information, query and challenge any unusual and misleading information and to support his/her colleagues in the office as required to further the objectives of the charity.

This is a growing charity, and you will have a broad remit and we are looking for a fully Qualified Accountant holding a CA, ACCA, CIMA, ACA or equivalent membership with experience ideally gained in charity accounting, external reporting and internal management accounting.

The successful candidate is likely to be operating in a similar role in the Private, Public or Third sectors and looking for a new challenge.



FINANCE MANAGER

Scotland's Charity Air Ambulance

Our Mission

To save lives through the urgency and quality of our response to time-critical emergencies.

Our Values

- One team in all we do
- Safety and risk alert
- Passion, care, and compassion
- Transparency, honesty, integrity
- Responsive, respectful, and inclusive



Our Vision

To provide a valued, sustainable, leading edge national air ambulance service that is integral to emergency services in Scotland.

Our Ethos



FINANCE MANAGER

About the role

As Finance Manager, you will:

- Be responsible for all aspects of the Management Accounting operation, Financial Control and supporting Trustees and the Executive Team with financial data and analysis.
- Manage any specialist finance personnel, the day-to-day Finance systems, processes and ways of working identifying any opportunities for the processes to be more effective and efficient.
- Work closely with the Director of Corporate Services to ensure that financial policies, procedures and systems are robust, compliant and support current activities and future growth.
- Provide timely, informative and digestible financial management information and forecasts to assist in decision making.
- Provide additional ad-hoc analysis and reports to contribute to Board of Trustee Meetings and Board Committees as and when required.

LEADERSHIP

- Work with colleagues from across the charity helping to deliver on strategic priorities and manage change.
- Demonstrate a strong commitment to collaboration, cross-team working, results and accountability.
- Build beneficial partnerships with external stakeholders and bring best practice into the Charity.

CORPORATE GOVERNANCE & RISK MANAGEMENT

- To support the external audit process through robust accounting and reporting, review and analyse results with the Director of Corporate Services and the Resources Committee, implement any required actions and bring forward suggestions for improvements.
- In consultation with the Executive team and Committees, to identify key risks and manage appropriately.
- To ensure that the control framework (including delegated authorities) is appropriate and operating effectively, highlighting any concerns or risks to the Director of Corporate Services.



FINANCE MANAGER

About the role (cont.)

- To ensure that all data is accurate and available in a timely manner to allow for Companies House and OSCR filings to be submitted as per deadlines.
- To work with the Director of Corporate Services to play a key role supporting HMRC returns, VAT returns, annual accounts and other statutory returns.

FINANCIAL MANAGEMENT

- To support the annual business planning and budgeting process and provide timely quarterly/monthly reports on overall and individual departmental financial positions against budget.
- To oversee all aspects of the accounting process including the accuracy of journal posting, financial reporting and general ledger accounting to support forecasting, budgeting, variance analysis and performance management.
- To report the financial performance and position of the Charity, providing further analysis to the CEO and Executive team as required.
- To support the Trustees and Director of Corporate Services with analysis and assessment of major investment decisions necessary to support the operational efficiency and fundraising capability.
- To prepare monthly management accounts for the Executive team and Trustees including a monthly cashflow forecast.
- To maintain financial records and policies, meeting legal and tax requirements in line with best practice.
- To make recommendations to the Executive team with regards to banking arrangements, ensuring effective cash flow and timely payments.
- To maintain accurate and up-to-date investment reports and balance sheet.

OTHER

- To comply with SCAA's policies and procedures.
- The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

General responsibilities

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across the charity and key partners.
- Work effectively and efficiently to administration, communication, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or schemes or staff etc.
- Perform other associated duties as may arise, develop, or be assigned in line with the broad remit of the post.
- Be prepared to travel throughout Scotland and occasionally beyond to meet the needs of the business.



About you

PERSON SPECIFICATION — Criteria	(E)ssential or
Qualified accountant with proven experience of operating as a senior finance profes-	E
Experienced user of modern accountancy/financial management software (SCAA	E
Experience of charity accounting, tax and law	E
Experienced user of Microsoft Office and other business software	E
Knowledge of Donorflex	D
Experience of delivering concise and accurate reports to Senior Leaders including	E
Experience of working in the Third Sector	D
Highly developed understanding and experience implementing processes and finan-	E
Ability to build and maintain good working relationships with colleagues and exter-	E
Experience of developing budgets and budgetary control techniques	E
Ability to liaise with auditors, developing professional relationships	E
Experience of treasury and cash management	E
Experience of producing management accounts including cashflow forecasts	E
Experience of scrutinising draft financial accounts on an annual basis	E
Highly organised and methodical with attention to detail/accuracy	E
High levels of resilience and an ability to work collaboratively to deliver solutions	E
Track record of problem solving and developing solutions to enhance efficiency and	E

This is a description of the job as it is presently constituted. It is the practice of SCAA to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is SCAA's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Join us!

Application

To apply please email your CV and a covering letter outlining your suitability for the role, your relevant experience, and your motivations for applying to s.phillips@SCAA.org.uk

We advise you to refer to the 'About You' section and use this to explain your suitability for the role in your covering letter. The more you can relate your skills and experience to this role, the higher the likelihood of progressing to the interview

To find out more about the role you can also contact **Simon Phillips** on 0300 123 1111 or by email at the address shown above with any questions.

Application deadline is 6pm on 6th November 2024.

Interviews

Interviews will take place at our base at Perth Airport in Scone. You will be asked to give a 5-10 minute presentation related to the role and this will be followed by questions linked to the role and responsibilities listed.

Interviews will take place on 20th November 2024.

Further information will be provided if you are invited to interview.



FINANCE MANAGER