



**DOG AID  
SCOTLAND**

**Finance Manager**  
Part time, permanent

Application pack



## Dog Aid Scotland

Dog Aid Scotland is celebrating its 70<sup>th</sup> anniversary of creating and protecting loving homes across Scotland. The charity helps keep dogs with their owners whenever possible and when that's not possible, we find dogs new homes, giving them hope for a future.

This is an exciting opportunity to join a long standing charity entering a period of growth and investment with a focus on helping many more dogs and their owners. The charity will look to increase the scale of its work, significantly increasing awareness of the importance and impact of Dog Aid Scotland while ensuring financial sustainability through fundraising and income diversification.

## Role Description

The Finance Manager will have responsibility for and oversight of the financial management within Dog Aid Scotland, reporting directly to the Chief Executive. This will include day to day financial functions across the charity, working closely across the small but dedicated team, to ensure the organisation operates effectively and sustainably. The role will support the charities strategic objectives including long term financial sustainability and ensuring compliance with charity governance standards.



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# Job details

## Key Responsibilities

### Strategic finance and business leadership

- ✎ Develop a strong collaborative working relationship with the CEO and contribute to development and delivery of organisational strategy.
- ✎ Handle the entire accounts process, record and process all income and expenditure relating to DAS including processing and generating invoices, recording payments and paying suppliers, HMRC, and our pension provider.
- ✎ Prepare and process monthly payroll including PAYE.
- ✎ Working with DAS financial advisors to keep up to date with portfolio performance and support with drawdowns when required.

### Financial planning and budgeting

- ✎ Work with the Chief Executive, play a leading role in compiling annual budget and longer-term financial growth strategy for DAS.
- ✎ Prepare monthly management accounts and produce detailed financial reports for the Chief Executive, Finance & Risk Subcommittee and the Board. Including Profit & Loss, balance sheets, and cash flow forecasts, ensuring effective use of resources and optimisation of organisational assets.



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## Key Responsibilities

### Compliance, systems and controls

- 📌 Oversee and administer Xero accounting system, ensuring robust financial systems and procedures are in place, while monitoring financial performance, cash-flow, and reserves to safeguard the organisation's financial sustainability.
- 📌 Ensure compliance with charity finance regulations and best practice and coordinate the preparation of Annual Accounts and independent Annual Audit, acting as the main contact for Auditors.
- 📌 Working with Head of Income and Engagement to accurately accrue income, ensuring gift aid submissions are accurate and up to date.
- 📌 Correspond with OSCR as required and support the CEO in preparing annual return.
- 📌 Support effective governance and accountability across the organisation.
- 📌 Contribute to risk management and organisational resilience.



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## Key Responsibilities

### Other duties

- ✎ Attend and contribute to team meetings, Finance and Risk Subcommittee meetings, and Board meetings as required.
- ✎ Act as the main point of contact with our insurers, working alongside CEO to ensure cover is up to date and any incidents are reported.
- ✎ Attend conferences and training as part of continuing professional development.
- ✎ Main contact for property matters for both our rented office (Riccarton Mains) and our owned property (Blackford Avenue).
- ✎ Undertake any other duties as delegated by the Chief Executive Officer for the benefit of the organisation.

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Accounting qualification or equivalent professional experience.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Significant bookkeeping experience and experience of using Xero.</li> <li>Extensive experience in financial reporting including preparation of management accounts, budget creation and forecasting.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience of working in the voluntary sector.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Strong knowledge of the Xero accounting system.</li> <li>Excellent IT skills, including knowledge of spreadsheets and databases.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the charity sector and financial reporting requirements.</li> </ul>
Skills and qualities	<ul style="list-style-type: none"> <li>Excellent communication skills.</li> <li>Highly analytical with attention to detail, solution orientated, with ability to work to clear deadlines and manage workload.</li> <li>Proven track record in working on own initiative and as part of a team.</li> <li>Values led and focused on positive working relationships and partnerships.</li> <li>Passion for dogs and animal welfare.</li> </ul>	



**Role: Finance Manager**

**Reporting to: Chief Executive**

**Location:** Riccarton Mains farm, Edinburgh  
Hybrid working available

**Salary:** £45,000 - £50,000 pro rata

Part time, 21 hours per week

**Staff Benefits:**

- ✦ Enhanced holiday allowance
- ✦ Generous pension scheme
- ✦ Discounted pet insurance





## HOW TO APPLY

Submit your CV and covering letter to [ceo@dogaidscotland.com](mailto:ceo@dogaidscotland.com) by Wednesday 3<sup>rd</sup> June

Interviews are likely to be held on 10<sup>th</sup> June but will be finalised when shortlisting

Dog Aid Society of Scotland | SC001918

