



Job Description: Head of Finance

Reports to: General Manager and Treasurer

PURPOSE OF THE ROLE:

- 1) To maintain, develop and improve accounting reporting and controls
- 2) To manage, develop and support the Senior Accountant and Accounts Assistant

RESPONSIBILITIES:

Core activities

- Management of the Accounts team
- Sourcing and implementation of a new accounting system as part of the project to replace the Greentree integrated system
- Oversight of the annual audit of the charity
- The generation and co-ordination of Annual Budgets and Forecasts for all the School's activities, excluding those of our trading subsidiary but including our regional Branch operations
- Co-ordination and production of Management Accounts for the Executive Committee showing actual performance to Budget with a commentary on causes of variances

Additional activities

- Review of current accounting processes to find efficiencies and improvements. Using Audit reports and feedback from the Finance Sub-Committee, develop new protocols in a wide-ranging review of our processes
- Quarterly reviews of:
 - TB Account reconciliations (Bank, Debtors, Creditors, Accruals/Prepayment)
 - VAT Returns
 - Capital Projects Approvals & Expenditure
 - Nominal Ledger journals
- The construction and implementation of monthly budgetary expense controls, and production of regular reports to show actual performance to Budget / Forecast
- The communication of these reports to key Budget expense holders and the Executive committee to include recommended actions to be taken
- Providing ad hoc management reports to the Treasurer and the Executive Committee
- Review of the School's funds and a twelve-month rolling Cash forecast of requirements
- Working with the Treasurer and General Manager on an expanded and updated organisation-wide Finance Manual. Identifying risks to the business and finding processes that address these risks
- Submit Annual Returns to the Charity Commission and Office of the Scottish Charity Regulator
- Ad-hoc analysis and reports for the Executive and various committees
- Support national school branches on their financial matters

Additional

- Working with General Manager on payroll and pensions
- Cross-training roles with Senior Accountant and Accounts Assistant to provide cover during busy periods or team member absence

Hours

Monday to Friday (8 hours including paid lunchbreak) within the hours of 8:30am – 6:30pm

Person Specification: Finance Manager

Experience

- Qualified as a Chartered Account 3+ years ago
- Experience working with an accounting solution such as Sage or Dimensions, within a medium-sized organisation
- Supervisory or management experience essential. Ideally management of a team, and experience developing and coaching staff into new or enhanced roles
- Experience in an accountancy role in a charity essential. Time spent within a charity of £1m+ annual turnover preferable
- Involvement in or experience of the implementation of a new accounting system preferable

Qualities

- Comfortable with leading significant change in a small team
- Efficient, positive, and problem-solving, able to set out clear milestones for reaching goals
- Patient, with a team-focussed attitude
- An understanding of the unique challenges posed by a high-turnover organisation with a small core team