

KPC Finance Lead

Role Description

Salary: £32,000

Number of hours per week: 37.5 hours per week (5 days a week)

Some flexibility may be required within this to support evenings and weekends, by arrangement

Period of contract: Permanent

Location: Kinning Park Complex, 43 Cornwall St, Glasgow G41 1BA. On occasions, remote working.

Start date: Immediate / Negotiable

KPC is a well-established, well-loved and recently renovated community space and social enterprise with a large hall, a number of small office and event spaces, potential hot desking spaces, a kitchen, cafe, and a community garden. The space is a vital community asset with a range of community-based projects and activities including community meals, classes and events.

This is a solo finance role, key to the effective operation of KPC, which will deliver the day to day running of our finance function with responsibility for all aspects of management accounting (including all necessary reconciliations), cash management, budgeting and forecasting, costing and pricing our services, and for processing payments and receipts. You will also work closely with our Treasurer to provide information and advice to the board of trustees on finance matters to support strategic decision making, and to develop our finance policies and procedures. The post will also play a key role in the development of sustainable funding for the organisation.

You will work as part of a small team of colleagues who have collective responsibility for the successful operation of the building and its programme of activity. You will work closely alongside a Buildings Lead and a Community and Outreach Lead.

Role Purpose – to provide a comprehensive and compliant financial management, accounting and administration service in order to maintain and develop the financial health of the organisation

Specific Responsibilities

- developing the annual organisational budget
- reviewing and updating the chart of accounts as required
- managing and maintaining financial record keeping, transactions, bookkeeping, management accounts, annual accounts, banking, payroll and insurance
- generating monthly / quarterly / annual financial reports
- managing petty cash, cash donations and Gift Aid scheme
- updating budgets, minimum quarterly, liaising across the organisation on identified forecast overspends, and underspends from grants
- preparing and monitoring cash flow statements
- submission of accurate VAT returns
- ensuring compliance with OSCR, Her Majesty's Revenue and Customs (HMRC), pension fund manager and insurance requirements
- costing and pricing rentals, hires and events
- processing receipts and payments
- finance-related admin (point of contact for suppliers)
- ensuring accurate and timely entry of data to Quickbooks
- preparing for, attending, recording and providing verbal and written reports as required for board meetings
- contributing to funding applications through the provision of detailed project and organisational budgets
- contributing to overall strategic and business planning as required
- supporting colleagues in managing current funding relationships and planning for future funding
- leading on the creation and maintenance of financial policies and procedures
- any other appropriate duties commensurate with the responsibilities of the role

General Duties and Responsibilities

Contribute to

- an enthusiastic, positive working environment within KPC
- the shared team responsibility for income generation activities
- the shared team responsibility for the upkeep of the building
- the shared team responsibility for planning and scheduling activities and events

- identifying own training and development gaps and seeking opportunities to learn in different ways
- developing effective procedures and working practices in KPC
- building strong relationships with colleagues to ensure the smooth running and development of the organisation
- KPC achieving high standards of customer care
- the growth and sustainability of the organisation
- compliance with KPC's HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care

Person Specification

Essential Criteria

- Minimum 3 years of experience in a financial leadership/management role, preferably in a third sector organisation
- Relevant accountancy or financial qualifications or commensurate experience
- Practical bookkeeping experience including preparing financial statements: budgets, cash flow forecasts, budget vs actual reports, profit & loss
- Excellent knowledge and understanding of Quickbooks (or similar software e.g. Sage, Xero)
- Experience and working knowledge of the VAT system and processes, ideally in the charity context
- Proficiency in the use of Microsoft Office / Excel, email platforms, online filing and document management systems
- Ability to integrate with and effectively communicate with others as part of a small team
- Excellent attention to detail and accuracy
- Strong time management skills - highly organised, able to multitask, work under pressure and able to work autonomously

Desirable Criteria

- CCAB qualified
- Experience of fund accounting

- Experience of costing and pricing services
- Experience with financial paperwork for funders i.e. claims, budgets, reports
- Experience of working in a small organisation / charity / not for profit
- Knowledge and experience of payroll systems

How to Apply

To apply please email your CV and a cover letter detailing your experience and suitability against the essential and/or desirable criteria outlined in the role description to board@kinningparkcomplex.org with **FAO Finance Lead** as the subject line. Where possible, please attach a PDF version of both your CV and cover letter to your email.

Deadline to apply: Thursday 28th March, 10am

We plan to hold interviews on Wednesday 3rd April.

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore encourage applications from all suitably-qualified individuals, irrespective of age, gender, transgender status, disability, sexual orientation, marital, parental status or caring responsibilities, ethnic or racial origin, or class background.

If you have any questions about the role before applying, please contact us by email - board@kinningparkcomplex.org