

JOB SPECIFICATION

Post Title	Finance Manager
Salary Range	£ 35,175 to £41,383
Hours of Work	35 hours per week
Area	National Office, Glasgow
Base Location	Glasgow
Responsible to	Director of Finance
Last Update	October 2023

Introduction

Who Cares? Scotland is Scotland's only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect, and love for Care Experienced people in Scotland. At the heart of Who Cares? Scotland's work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based, lifelong independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden understanding and challenge the stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy, and practice. We do this collaboratively to build on the aspirations of [The Promise](#) and secure positive change.

Purpose of the Post

This post is a key position within Who Cares? Scotland and will work closely with the Senior Management Team to ensure effective financial management of the organisation.

Main Duties and Responsibilities

1. Preparation of monthly management accounts pack in accordance with the reporting timescales, including monthly journals and the preparation of forecasts to the end of the financial year.
2. Assisting the Director of Finance with the preparation of the annual budget.
3. Regularly review all finance policies & internal control procedures to ensure that they provide a robust financial management framework.
4. Ensure all financial records and systems are in accordance with generally accepted accounting principles and auditing standards and meet external legal and tax requirements

5. To ensure that financial systems are suitable for purpose and when appropriate work with the Director of Finance to select and implement new systems or upgrades.
6. Provide the Director of Finance, SMT and budget holders with timely and accurate financial information including recommendations for necessary corrective action and providing finance training/support to budget holders to enable them to take responsibility for their own budgets.
7. Review the bank reconciliation process and ensure any adjustments are journalled.
8. Prepare and maintain an asset register.
9. Prepare payroll, ensuring that pension contributions and statutory deductions are correctly calculated and administered.
10. Ensure governance and communications regarding pension auto-enrolment are compliant with legislation.
11. Prepare budget proposals for funding bids/applications, complete financial appraisals on potential new projects and assist with financial aspects of contract negotiations.
12. Closely and accurately monitor cash, working capital and capital spend to ensure that Who Cares? Scotland has sufficient funds to profitably operate, invest and grow.
13. Attend Finance and HR Committee meetings on a quarterly basis.
14. Prepare reports for funders as required.
15. Prepare Who Cares? Scotland's month end and year end accounts and ensure statutory financial reporting for audit in line with the new Charity SORP & FRS102.
16. Manage the relationship with the Bank.
17. Manage the annual insurance review.
18. Liaise with external auditors, SMT and Board in support of preparation of annual report and audited accounts.
19. Supervise the Finance staff and ensure the accuracy and quality of delegated duties, e.g., raising of sales invoices, payment of suppliers, input into Sage system, collation and transfer of payroll information, processing of expense, mileage, and credit card claims.
20. Provide sound financial advice to SMT and the Board of Directors to ensure the long-term financial viability of Who Cares? Scotland.
21. Retain an oversight of all restricted funds, including the monthly reconciliation of all restricted fund accounts.
22. Any other duties as may be required.

Communication

The post holder will have key contacts with:

- Care Experienced people
- Care Experienced people
- Auditors/Bank

- SMT
- Board
- Staff and volunteers
- Appropriate funding bodies

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. This is important in relation to liaison with colleagues and ensuring that the service provided meets service level agreements and contributing to the national work of the organisation.

Working environment

The post holder will be based at the National Office. Some evening and weekend work may be necessary however, this will be limited.

Attitudes and values

Commitment to:

- Human and Children's rights
- Working inclusively with an understanding of equal opportunities practices
- Belief that Care Experienced people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with Care Experienced people, empowering them to make decisions about their own lives
- Developing best practice through regular supervision and training opportunities
- Inter-agency, inter-disciplinary working to improve outcomes for Care Experienced people of all ages.

Knowledge, skills, and experience

Qualifications

- Recognised accountancy qualification e.g., C.A., ACCA, CIPFA or Qualified by experience.
- Demonstrable continuing professional development in relevant areas

Skills and Competencies

- Preparation of charity accounts and knowledge of the appropriate accounting standards
- Experience of preparation monthly management accounts to a high standard.
- Use of Excel to expert level
- Ability to work to a reporting timetable
- Management and supervision experience.
- Budgeting and forecasting experience.

- Preparation of financial quotations for tenders, service contracts and projects
- Preparation and review of financial procedures.
- Preparation and presentation of financial information to Boards and Committees

We welcome and encourage applications from those with experience of care.