

Finance Manager

Location: 15 Dava Street, Glasgow, G51 2JA

Grade: SCP 38-42 (£36,442- £40,550 per annum)

Job Purpose

The Finance Manager will manage the day-to-day operations of the Finance Team, and also provide support to the Head of Finance. They will lead on internal finance systems improvements, to generate efficiencies in line with best practice, and analyse and interpret financial information to provide meaningful financial reporting which can be used to inform, and make decisions in line with the operational and strategic objectives of the finance team and wider organisation.

They will have an excellent understanding of the organisation, its strategy and the people we support.

Role and Responsibilities

- Lead, manage and support a dynamic team with varied areas of responsibility to ensure a high performance and quality service for the organisation
- Developing knowledge and expertise within the Finance Team to ensure the team are specialists in their areas of responsibility.
- Arrange and facilitate regular support and supervision and annual appraisals and development plans with line reports utilising best practice in performance management for staff to be supported to undertake their roles.
- Develop methods to continuously assess the impact of the Finance Teams practices and ensure continuous improvement in all areas
- Develop excellent working relationships with managers and budget holders to provide support and guidance in relation to the financial performance of their programmes
- Responsibility for the monthly accounts, and finalise monthly financial reporting, performance information and departmental KPI's
- Monitor, analyse and interpret financial data and trends, making recommendations and providing detailed reporting which can be used to inform decision making process, quality assurance and forward planning both operationally and strategically
- Use financial information to identify, monitor and evaluate risk within the organisation, recommend and implement improvements
- Preparation, monitoring and interpreting cash flows and trends

- Lead the budget setting, and quarterly reforecast process, and assist in the development of long term financial and scenario planning
- Take a leading role in the strategic and business planning process
- Lead the day-to-day external audit process, including production of statutory accounts
- Responsibility for the submission of all financial, payroll, tax and regulatory documents
- Responsibility for quality assurance of existing systems and processes, assess the impact and lead and influence development of systems and processes, to ensure best practice, generate efficiencies, and a culture of continuous improvement
- Work closely with the Leadership Team and colleagues to develop Right There services and to report on our impact
- Develop and maintain finance strategies, policies and processes
- Compiling of Annual Reflection and Improvement Plan, and implement, monitor and review progress of objectives throughout the year
- Provide support to the Head of Finance
- Escalation of any queries to the Head of Finance where necessary
- Commitment to ongoing professional development

What we expect from you

Our values make us who we are and define our actions and behaviours every day. We'd expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



What you can expect from us

We value our staff as our greatest asset and will provide the following working conditions:

- The post holder will report to the Head of Finance
- Your normal working hours are 35 per week. These hours are usually worked Monday to Friday, and *flexibly between the hours of 8.00am to 6.00pm*, with core hours over the period from 10am to 4pm, *with one-hour unpaid break*. Variations to these hours must be agreed with your line manager.
- Your usual place of work will be 15 Dava Street, Glasgow, G51 2JA. Alternatively, you may also choose to work remotely from your home address.
- Working arrangements must be agreed with your line manager, based on the needs of the service.
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
- All appointments are subject to a minimum of a 12-week probationary period
- You will be automatically enrolled into the People's Pension following successful completion of your probationary period, provided you meet the auto-enrolment criteria
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

Person Specification Finance Manager

Qualifications	Behaviour	Essential Knowledge
Qualifications	Knowledge of the processes and practices that are central to the Finance function	Recognised Chartered Accountant Professional Finance Qualification (ACCA/ICAS/CIMA/CIPFA) or equivalent with current accredited membership
		Desirable Knowledge
		Experience of working in a third sector or not for profit organisation Understanding of the principles of Psychologically Informed Environment (PIE) Awareness of issues surrounding charity sector
Values and Competency	Behaviour	Essential Skills and Experience
		Experience of Management Knowledge of current legislation, policies and strategies relating to Charity finance law Experience of report writing and production of management reports Experience of monitoring and evaluating trends, and data which can be used for operational and strategic decision making, and quality improvement Experience of developing plans and strategies for service delivery at an appropriate level
Respect-Interpersonal Skills	Ability to create an environment which promotes co-operation, trust and open exchange of ideas Excellent communication and interpersonal skills which show an understanding of wider organisational best practice	
Integrity-Leadership and Accountability	Undertake a leadership role in shaping the ethics, values and vision of Right There by consistently communicating and exemplifying this through best practice Ability to build, develop and maintain strong relationships with managers Strong influencing skills	

<p>Compassion- People Focus</p>	<p>Ability to successfully manage and motivate staff</p> <p>Creates a culture where learning and development is promoted and encouraged for the good of staff and services</p> <p>Actively contribute to the development of the organisation and of individual services, through supporting operational staff and managers</p> <p>Commitment to provide a culture of safety, fairness and inclusiveness</p> <p>Commitment to providing a culture where staff are recognised and rewarded for behaviour and contribution to Right There and its values</p> <p>Ensures management supports a culture of wellbeing and performance development in the team</p> <p>Provide strong leadership and act as a role model to Right There staff, volunteers and the people we support</p> <p>Ability to create an environment that promotes cooperation, trust and an open exchange of ideas</p> <p>Being actively involved in the recruitment and retention of staff</p>	
<p>Aspiration- Developing People and Services</p>	<p>Ability to work cooperatively with others as part of a team demonstrating commitment to group objectives</p> <p>Creates a culture where learning and development is promoted and encouraged for the good of staff and services</p> <p>Ability to work towards performance targets to achieve agreed results</p>	
<p>Reflection- Continuous Improvement</p>	<p>A commitment to our aim of continuous improvement and reflective practice in all areas of our work</p> <p>Commitment to continuous personal and professional development</p>	

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