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| **Job Description**  |

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| **Role:** | Finance Lead (0.4FTE) |
| **Reports To:** | Director of Sector Policy  |
| **Direct Reports:** | None |

**Role Objectives**

The postholder will be responsible for overseeing and managing the relationship with our external supplier of financial services and support of the organisation.

To achieve this, the postholder will:

* Manage, be the point of contact and co-ordinate all activity in relation to external provision of financial services.
* Plan, co-ordinate and implement the required business processes and policies to ensure efficient organisational effectiveness and safety of the financial support functions, having regard to any legal obligations/regulations.

**Main Duties and Responsibilities**

Oversee and manage the relationship with the external supplier of financial services for the organisation, and co-ordinate all activity in relation to the Service Level Agreement (SLA) with the supplier for the provision of finance services which include:

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| * Budget Setting
* Quarterly Forecasts
* Monthly Management Accounts
* Invoices and Creditors
* Payroll
* Expenses e.g. personal
* Credit Card Reconciliation
* Pensions
 | * Month End Transfers
* Month End Payments
* Papers for Board meeting
* Petty Cash
* Consultancy Contracts
* External Audit
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Other specific duties relating to the finance function include:

* Ensure that relevant policies are in place and are revised when necessary.
* Establish appropriate filing and administrative processes to ensure records and confidential data is managed/archived from a secure central location and files are password protected.
* Provide information for external auditors.
* Undertake any other duties as may reasonably be required by the Executive Team.

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| **Person Specification**  |

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| **Role:** | Finance Lead (0.4FTE) |

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| **Qualifications** | * Educated to SCQF Level 8 (HND) or equivalent experience.
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| **Experience** | * Relationship management with external financial supplier.
* Ensuring confidential data is secure and accessible.
* Working successfully with team members on all levels.
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| **Knowledge** | * Budget management and monitoring and budget planning.
* The creation, implementation and management of financial processes.
* Undertaking financial work for an organisation
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| **Key Skills** | * Exceptional organisational and planning skills.
* Strong finance skills re budget monitoring and planning.
* Proven ability to use Excel, Word, Outlook, and other applications, to support project planning, monitoring and reporting.
* Excellent communication skills.
* Ability to utilise feedback and implement support solutions.
* Ability to build and sustain relationship.
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| **Qualities** | * Highly organised and enjoys developing processes.
* Enjoys planning and ensuring milestones are achieved.
* Process and outcome driven.
* Tactful, diplomatic and assertive as required.
* Able to interact positively with colleagues at all levels.
* Flexibility to respond to changing priorities and timescales.
* Positive ‘can do’ attitude.
* High attention to detail.
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