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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 |

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. |
| **Experience** | * Relationship management with external financial supplier. * Ensuring confidential data is secure and accessible. * Working successfully with team members on all levels. |
| **Knowledge** | * Budget management and monitoring and budget planning. * The creation, implementation and management of financial processes. * Undertaking financial work for an organisation |
| **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. |
| **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. |