Finance Manager

Department: Trust Office
Location: Nethy Bridge
Position Type: Part Time
Reports to: Chief Executive Officer (CEO)

Role Purpose

To bring finance leadership to the organisation and oversee the day-to-day financial management of the Trust, ensuring the timely and accurate preparation of management information, statutory reporting, regulatory compliance and effective financial controls.

The postholder will support the CEO, managers and trustees by providing financial information, analysis and advice to aid operational decision-making and ensure the effective stewardship of the Trust's resources.

Key Responsibilities

Financial Management and Reporting

- Prepare monthly management accounts and supporting reports for the CEO, management team and trustees.
- Maintain detailed fund reports with clear support on all fund transactions paid in, paid out and transferred between funds.
- Monitor financial performance against budgets and provide variance analysis and commentary.
- Coordinate the annual budget-setting process and assist managers in preparing their budgets.
- Prepare financial forecasts and cash flow projections.
- Maintain accurate accounting records and ensure the integrity of financial information.
- Oversee the financial administration of associated entities, including the Timeshare Lodges Club and both hydroelectric companies. Perform reconciliation between the companies.

Statutory Reporting, Audit and Compliance

- Prepare statutory financial working papers with supporting schedules including detailed Fixed Asset Register and Balance Sheet Reconciliations.
- Coordinate the annual audit process and act as the main contact for external auditors.
- Ensure compliance with charity, taxation and employment legislation.
- Ensure all statutory returns and submissions are completed accurately and on time, including PAYE, NIC, VAT and OSCR requirements.
- Maintain up-to-date financial policies and procedures.

Financial Systems, Controls and Process Improvement

- Maintain and develop accounting systems to support efficient and accurate financial management.
- Develop, document, implement and review Standard Operating Procedures (SOPs) across finance and administrative functions.
- Ensure robust internal financial controls are in place and operating effectively.

- Promote consistency, efficiency and best practice through standardised processes.
- Identify and implement improvements to systems and processes.
- Support the organisation's digital and systems development initiatives.

Business Support

- Work closely with Centre Directors and budget holders to monitor expenditure and financial performance.
- Provide financial information and guidance to non-financial managers.
- Support project budgeting, grant reporting and funding applications where required.
- Produce financial analysis and reports to assist operational decision-making.
- Support trustees by providing clear and accurate financial information.

General Responsibilities

- Contribute positively to the culture and values of the Trust.
- Participate in relevant meetings and organisational activities.
- Undertake other duties appropriate to the role as reasonably requested by the CEO.

Person Specification

Essential Qualifications and Experience

- Qualified accountant (ACA, ACCA, CIMA, ICAS or equivalent) **or significant relevant experience in financial management.**
- Experience preparing management accounts and financial reports.
- Experience of budgeting, forecasting and cash flow monitoring.
- Experience coordinating year-end accounts and audit processes.
- Experience of VAT, payroll and regulatory compliance.
- Experience developing financial procedures and controls.
- Strong accounting systems and Excel skills.

Essential Skills

- Excellent attention to detail and accuracy.
- Strong financial analysis and reporting skills.
- Ability to clearly explain financial information to all relevant persons as appropriate.
- Good organisational and time management skills.
- Ability to work independently and manage competing priorities.
- Strong problem-solving and process improvement skills.

Desirable

- Experience in the charity or not-for-profit sector.
- Knowledge of Charity SORP and OSCR requirements.
- Experience of developing and implementing Standard Operating Procedures (SOPs).
- Experience of system implementation and process improvement initiatives.

Faith Requirement

The postholder will be expected to contribute to the Christian ethos, mission and spiritual life of the organisation, including participation in activities such as Explore, morning readings, team fellowships and other aspects of ministry.

Due to the nature and requirements of this role, it is a Genuine Occupational Requirement that the postholder is a practising and committed Christian in accordance with Schedule 9 of the Equality Act 2010.
