



FINANCE MANAGER - HcL

JOB PARTICULARS:	
Post Title:	Charity Finance Manager
Service:	HcL
Location:	<p>Based at Bilston Glen</p> <ul style="list-style-type: none"> ▪ Administration and Registered Office is located at 24/3A Dryden Road, Bilston Glen Industrial Estate, Loanhead EH20 9HX. This also provides a base for service delivery in Edinburgh, Midlothian and East Lothian areas, with 17 vehicles and 28 members of staff. ▪ West Lothian service operates from 17a Inchmuir Road, Whitehill Industrial Estate, Bathgate, with eleven vehicles and nine members of staff.
Hours:	<p>Fixed one year contract.</p> <p>Part time – 14 hours on average per week. Flexible working is required and time will be made available for induction, training, and staff meetings.</p>
S.J.C. Rate	£33,203 pro-rata
Responsible to:	Chief Executive Officer
MAIN DUTIES AND RESPONSIBILITIES:	
<p>Finance duties:</p> <ol style="list-style-type: none"> 1. Monitor the day-to-day financial operations of the charity such as accounts receivable, accounts payable, payroll and other transactions. 2. Manage the preparation of the annual budgets and cash flow forecasts. 3. Prepare project costings and budgets. 4. Conduct a review of existing project and service budgets in conjunction with the CEO. 5. Prepare the organisation's annual accounts, consolidating the accounts, working with the Charity Treasurer and liaising with external auditors. 6. Ensure appropriate salary, taxation and pension administration arrangements for staff are implemented timely and accurately. 7. Monitor and review the Charity's financial performance. On a monthly basis prepare and comment on the management accounts. 8. Identify and recommend areas of potential improvement. 9. Analyse existing financial systems and procedures within the Charity with a view to recommending and implementing improvements. 10. Work with the Fundraising & Marketing Manager to provide financial information to support funding applications and funding evaluations. 11. Provide financial reports to the Finance Committee and Executive Committee on a regular basis. 	

12. Ensure that the organisation implements all current financial, statutory and charitable regulations.
13. Provide support to the Chief Executive Officer and Treasurer on various ad-hoc project assignments.

Staff development duties:

1. Oversee the day-to-day running of the finance team which consists of two staff members.
2. Coach and mentor the finance team.
3. Supervise and maintain training levels of finance team.
4. Work as part of the HcL team and ensure positive professional relations with staff, trustees, beneficiaries, and external organisations.

QUALIFICATION AND SKILLS:

1. Accountancy qualification or qualified by experience with several years of experience in a finance role.
2. Excellent knowledge of microsoft packages such as Microsoft Excel and Word
3. Good knowledge of accounting packages such as Sage and Xero.
4. Experience of coaching and managing staff.
5. A track record of building and developing effective working relationships.
6. Effective interpersonal, written and verbal communication skills.
7. Ability to manage your own workload and meet deadlines and have a structured approach to problem solving.

TRADE UNION MEMBERSHIP:

Unite Union is recognised as the relevant Union for Membership.

ADDITIONAL INFORMATION:

Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other HcL Policies, Procedures, operating arrangements, and other statutory responsibilities of employees. There will be a six month and twelve month review of the employees' performance and the position.

APPLICATION:

Applications should be sent to the details below, with a cover letter detailing why you are suited for the position and why you would like to work for HcL, and your CV. An interview will follow for those candidates shortlisted.

HcL strives to be an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, age or ethnic origin. HcL has a policy of no smoking in the workplace.

Please send completed applications to:

Kelvin Cochrane, Chief Executive, HcL
24/3A Dryden Road, Bilston Glen Industrial Estate
Loanhead, EH20 9HX

or

Kelvin.cochrane@handicabs.org.uk