JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Finance Manager
DEPARTMENT:	Finance
LOCATION:	Perth Office / Hybrid
REPORTS TO:	Director of Corporate Services
LINE MANAGEMENT:	1 - Finance Assistant
LAST REVIEW DATE:	November 2026

ROLE PURPOSE

To lead the delivery of robust financial management, control and reporting across the Charity, ensuring compliance, sound governance and effective stewardship of resources. The role provides high-quality financial insight, analysis and business partnering to support the Trustees, Senior Management Team and budget holders in strategic decision-making, operational planning and sustainable growth.

Working closely with the Director of Corporate Services, the Finance Manager will continuously improve financial processes, systems and controls to enhance efficiency, strengthen governance and support the Charity's current activities and future ambitions.

KEY RESPONSIBILITIES

Financial Management and Reporting

- To lead all aspects of management accounting, financial control and financial reporting, providing high-quality financial information and insight to support decision-making by the Senior Management Team (SMT) and Trustees.
- To oversee the accounting function including general ledger management, journal postings and reconciliations, to support forecasting, budgeting, variance analysis and performance management.
- To support the annual business planning process and lead on the budgeting process in partnership with department managers to draft robust annual budgets for review by SMT and Trustees, that support organisational objectives and resource allocation.
- To provide timely quarterly/monthly reports, providing clear analysis of organisational and departmental financial positions against budget.
- To support the Trustees and Director of Corporate Services with analysis and assessment of major investment decisions necessary to support the operational efficiency and fundraising capability of the charity.
- To prepare monthly management accounts for SMT and Trustees including a monthly cashflow forecast.
- Working closely with the Director of Corporate Services, to develop, maintain and continuously improve financial systems, policies, processes and procedures to ensure compliance, efficiency and scalability as the charity grows.

- To review and recommend banking and treasury arrangement to the SMT, to optimise cash flow and timely payments.
- To maintain accurate and up-to-date investment reports and balance sheet, to ensure the reliability of the charity's financial position.
- To prepare ad hoc financial analysis and Trustee/Committee reports to support governance, oversight and strategic decision-making.

Corporate governance & risk management

- To support the external audit process through robust accounting and reporting, review and analyse results with the Director of Corporate Services and the Resources Committee, implement any required actions and bring forward suggestions for improvements.
- To support the SMT and Committees in identifying, monitoring and managing key risks and ensure appropriate mitigations are in place.
- To ensure that the control framework (including delegated authorities) is appropriate and operating effectively, to ensure effective governance and the safeguarding of assets, and escalating as required.
- To ensure that all data is accurate and available in a timely manner to allow for Companies House and OSCR filings to be submitted as per deadlines.
- To work with the Director of Corporate Services to prepare HMRC, VAT and other statutory returns, to ensure full regulatory compliance.

Leadership and Collaboration

- To manage and develop the Finance Assistant, providing leadership, guidance and support and ensure a high-performing finance function.
- To build effective relationships with budget holders and colleagues from across the charity to support organisational change, continuous improvement and the delivery of strategic priorities.
- To promote a culture of collaboration, cross-team working and accountability, to enhance organisational performance.
- To build beneficial partnerships with external stakeholders to ensure access to professional expertise and sector best practice.

GENERAL RESPONSIBILITIES

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across SCAA and with external stakeholders.

- Work effectively and efficiently on areas of administration, communication, health and safety and people protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Always operate in a professional way, dealing with issues in the most appropriate way, in keeping with your role as a key member of the Management team of a nationally recognised Scottish charity.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or schemes or staff etc.
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- Be prepared to travel throughout Scotland, and occasionally beyond to meet the needs of the business.

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	• Qualified accountant with proven experience of operating as a senior finance professional.	
Experience & Knowledge	• Experience of charity accounting, tax and law. • Experienced user of modern accountancy/financial management software. • Experience of delivering concise and accurate reports to SMT and Trustees / Directors to strict deadlines. • Experience of developing budgets and budgetary control techniques. • Experience of treasury and cash management. • Experience of producing	• Working knowledge of CRM systems in a charity environment, ideally Donorflex. • Experience of working in the Third Sector. • Experience of using Sage 50 financial management software. • Experience of preparing group accounts.

	management accounts including cashflow forecasts. • Experience of scrutinising draft financial accounts on an annual basis.	
Skills & Competencies	• Highly developed understanding and experience implementing processes and financial systems change. • Ability to build and maintain good working relationships with colleagues and external contacts. • Excellent organisational and time management skills. • Ability to liaise with auditors, developing professional relationships. • Highly organised and methodical with attention to detail/accuracy. • High levels of resilience and an ability to work collaboratively to deliver solutions. • Advanced skills in Microsoft Excel. • Track record of problem solving and developing solutions to enhance efficiency and effectiveness. • Strong written and verbal communication. • Ability to prioritise competing demands and meet deadlines. • Ability to manage sensitive information with discretion. • Effective decision making and ability to work independently. • Adaptable. • Hard working and goal orientated.	• Confident user of Microsoft 365 (Teams, SharePoint, Outlook, Word). • Strong presentation skills, able to communicate complex matters to a different audiences.
Other	• Commitment to the mission, values, and ethics of the	• Interest in continuous improvement and

	charity sector.	organisational development. • Ability to remain calm under pressure and manage change effectively.