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|  | **Icon  Description automatically generated**  **Job Description** |  |

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| **Role Title:** | Finance Manager |
| **Department:** | Finance |
| **Reports to:** | Director of Finance |
| **Pay Grade:** | Pt 47 – 49 (currently £53,328 - £55,886 per annum). |
| **Type of Contract:** | Permanent |
| **Normal place of work:** | Head Office but with flexibility to include some working at home under our Hybrid Working arrangements |
| **Line Manager?** | Yes – currently 2 direct reports |
| **Budget Holder?** | No |
| **Criminal Record Check/PVG required?** | Standard Police Act Disclosure |

# Who we are

The impact of vision loss is huge. Too often, it leads to people lacking or losing confidence and independence. People with vision loss are at higher risk of unemployment, isolation, mental health problems, and financial challenges. It can have an enormous emotional toll. But with the right support, people with vision loss can gain the skills to remain independent and active in their communities – to thrive.

That’s why we’re here.

For 230 years, Sight Scotland and Sight Scotland Veterans has been supporting people im-pacted by vision loss.

We believe we play an important role in continually shifting the conversation around sight loss, and contributing to achieving a fair, equitable society. Over the years, we’ve seen a positive shift in expectations, with individuals and communities increasingly empowered to live lives the way they choose, free of discrimination.

And we’ve had to transform too, so that our services reflect the times we live in and meet the changing needs of the people we support. We’re now looking at how we continue to evolve, considering how we contribute now and what we could do differently in the future.

We work with charities across our sector to make sure people with sight loss have access to the right resources, when they need them. But what makes us unique is:

• Together, Sight Scotland and Sight Scotland Veterans is the largest Scottish charitable organisation that supports people impacted by vision impairment

• We’re the only Scottish vision impairment charities that fund medical research into eye health

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• We’re the only Scottish vision impairment charities that have a dedicated policy and campaign team

• Our services span all age groups, including people born with a vision impairment, and those that acquire a vision impairment throughout their lives

These unique attributes of our organisation allow us to become something more than we have been up until this point.

It’s an exciting time to join us as we continue to change, grow and develop to ensure that we remain relevant and innovative – and, most importantly, provide support which responds to the needs of people with vision loss today. You could play a major role in making that happen.

What this job is about

This job exists in order to support the Director of Finance as the charities enter their next phase of development. This includes developing meaningful management information; implementation and integration of new systems and processes which build the charities longer term capability.

The postholder will lead, develop and manage a team focussed on key areas including payroll and management or statutory accounting.

**What we want you to be responsible and accountable for**

* Oversee the effective running of the finance team and the professional development of each staff member.
* Be responsible for the delivery of project work within the Finance Team e.g. implementation of the new finance system (Netsuite)
* Preparation of monthly management accounts for review by the Director of Finance
* Assist in the preparation of Quarterly reforecast
* Assist in the preparation of annual report and accounts for Sight Scotland
* Preparation of annual reports and accounts for Sight Scotland Veterans
* Support the production of annual budgets
* Lead the preparation of the monthly budget holder’s report and monthly meetings with budget holders
* Acting as a business partner, collaborate with budget holders and key stakeholders across the organisation on financial / budgetary matters
* Review and sign monthly Balance Sheet reconciliation
* Assist the Director of Finance in developing a cost effective procurement strategy.
* Liaison with external and internal auditors in conjunction with the Audit Committee and Director of Finance.
* Review and develop financial policies, procedures and systems to ensure effectiveness and legal and regulatory compliance
* Authorisation of payments through Corporate Internet Banking and BACS
* Any other duties as required by the Director of Finance.

The current duties of the role require a Standard Police Act Disclosure check.

**How we would like you to achieve this**

* We want you to work in a way that is wholly consistent with our stated organisational values and Corporate Strategy. You’ll develop the Finance function to ensure it supports and contributes to the management of finances and assets across the charities.
* We want you to be customer-focused, and with a well honed understanding of change management and efficiency of processes in order to drive the work of the Finance team as their activities impact on our colleagues across the Charities.
* We would like you to build particularly close relationships with colleagues including the Director of Finance as well as other leaders and peers across the Charities.
* We would like you to use your existing professional network and knowledge to keep us abreast of current thinking in the fields.
* We like to be kept informed so it is important to us that you keep good records relating to your activity, and are able to produce meaningful management information that can inform our decision-making.
* You need to be entirely comfortable and confident with creating and delivering engaging reports, formal papers, presentations, and activities for different internal audiences (from Service Managers to Director/CE/Board level, as well as for external stakeholders).

**Who you will be working with**

* Director of Finance
* Finance Team
* Budget Holders and key stakeholders
* Colleagues across Sight Scotland and Sight Scotland Veterans

**The budget you will hold**

This role does not have budget responsibility. In the course of your role you will be expected to liaise with the Director of Finance on budget availability and seek appropriate approval regarding any activities that have a budget implication. You are expected to work in a way that supports our strategic aim of Financial Sustainability

# The experience and skills you need to have to do this job

Essential:

* Fully qualified CA, ACCA, ACA CIMA or CIPFA
* Demonstrable experience of managing an effective, mulit disciplinary finance team
* Ability to work on own initiative and as part of a team
* Analytical and problem solving skills
* Excellent communication & interpersonal skills
* Business partnership skills
* Leadership skills
* Working Knowledge of FRS102
* Experience of Grant applications and claims.

Desirable:

* An understanding of charitable organisations and relevant reporting schedules.
* Experience of working with Netsuite

**Just so you know…**

* The Charities have a set of Values & Our Ways of Working Framework, we ask you to work within, and these apply to everybody in the organisation irrespective of their role or job. You can find out more here: [Our values](https://sightscotland.org.uk/get-involved/careers/working-us). This means we want you to have:
  + The ability and willingness to understand others’ perspectives and to consider the impact of your actions on them and to adapt your actions as necessary;
  + The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone;
  + An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view;
  + A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

**Department structure** (this role outlined in red)