

## Role Profile

<b>Job Title:</b>	Finance Manager, Fixed Term
<b>Team:</b>	Finance
<b>Reports to:</b>	Finance and Operational Support Director (FOSD)
<b>Period of Post:</b>	Fixed Term, 12 months
<b>Location:</b>	Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland)
<b>Hours of Work:</b>	Normally 35 per week Additional hours may be required in order to meet the needs of the organisation
<b>Salary scale:</b>	The salary scale for the post is: <ul style="list-style-type: none"> <li>Point 53- £48,384</li> </ul>

### Main Job Purpose:

- Prepare the monthly management accounts on a timely basis for the relevant entities Hansel Alliance and Hansel Foundation and Hansel Group, with supporting narrative and variance analysis.
- Prepare Budgets/Forecasts on a timely basis for the relevant entities with supporting narrative and variance analysis.
- Prepare annual statutory accounts on a timely basis for the relevant entities with supporting narrative and be the main point of contact for the external auditors
- Prepare quarterly papers for the Audit committee/ Board meetings for the relevant entities.
- Prepare adhoc reports as required.
- Maintain and develop the accounting system (SAGE Intacct) and the associated procedures in order to improve efficiency.
- Manage a finance team of five people with responsibilities for Payroll/ Accounts Payable/Accounts receivable/Cash and Banking/ Corporate Appointeeship and various ad-hoc tasks.
- Working with the FOSD of Finance, manage the day to day smooth running of the finance department in order to ensure that end to end processes are effectively delivered.
- Ensure that there is adequate service cover within the department at all times.

- Working with Department Managers to support the management and monitoring of budgets and budget spends on behalf of budget holders.

### **Key responsibilities:**

- To act as a leadership role model and reinforce Hansel Core Values, behaviours, and codes of conduct.
- To effectively communicate to members of the Boards, Committees, team members, stakeholders, partners and supporters in a manner that delivers organisational priorities.
- To be responsible for the finance function, providing key information and support, reporting to and working closely with the FOSD and other members of the Senior Leadership Team.
- To ensure that the organisation maintains its compliance with relevant legislation and regulations.
- To be responsible for the day-to-day management of the finance team and promoting good employee relations.
- To prepare and present financial management information in an appropriate and effective format.
- To be responsible for setting, monitoring and maintaining acceptable standards of practice in relation to all aspects of the post.
- To liaise with auditors and other external agencies on financial matters, on behalf of the organisation.

### **Key Activities:**

#### **Financial Management**

- Ensure compliance with legislation and regulations.
- To contribute towards the strategic planning of the organisation, in close consultation with members of the senior management team.
- To carry out the systematic and accurate accounting of the affairs of the organisation.
- Prepare annual budgets and statutory accounts for audit.
- Ensure that all finances are properly administered within budgets agreed by the Board.
- Act as a cheque signatory and authorise expenditure up to limits as agreed by the Board.
- Prepare and review budgets and perform costing exercises.
- Devise and implement formal audit, monitoring and evaluation processes, as well as liaising with external auditors.
- Investigate and research potential income sources and cost savings.

#### **Recording and Reporting**

- Prepare regular reports for the Board on income, expenditure and any variations from budgets in an appropriate and effective format.

- Undertake management and cash-flow reporting, as well as financial forecasting and modelling.

### Team Management

- To provide overall management, support and guidance to all colleagues in the finance team.
- To support team members in achieving high standards in working practices, and to ensure appropriate quality controls are in place.
- Regularly supervise and support all team members in the finance team, ensuring that any issues in terms of performance, absence management, discipline, grievance are adequately recorded and managed effectively, in accordance with Hansel policies and procedures.
- To ensure that the activities undertaken in relation to the duties of the post are done so in accordance with health and safety regulations and policies.

### Governance

- With the Chief Executive Officer, enable the Board(s) to fulfil their duties and governance responsibilities, and to ensure that the Board receives advice and information in a timely, thorough, and focused manner.
- Be constantly alert to changes in market, employment and legislative conditions and how they may affect Hansel.
- Implement systems to ensure that Finance risks and opportunities for the organisation can be measured and managed effectively, to ensure the organisation functions in an efficient, professional, and safe way.

### General

- Maintain good working relationships with colleagues at all levels within the organisation, promoting team working, respect and inclusion.
- Support communication systems to promote a culture of communication, inclusion, openness and co-operation.
- Support and promote the rights, dignity, safety and individual choices of each person supported by the organisation.
- Support and promote the rights, wellbeing and safety of each team member employed by the organisation.
- Undertake any other duties appropriate to the role.

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PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>		
Demonstrable, successful experience in a senior level role that required leadership and management of a diverse team, (preferably across more than one professional discipline).	✓	
Third Sector experience, particularly in the field of Health and Social Care.		✓
<b>EDUCATION AND TRAINING</b>		
Part OR fully qualified ICAS, ACCA, CIMA or equivalent.	✓	
Demonstrable commitment to continuing professional development.	✓	
<b>KNOWLEDGE &amp; SKILLS</b>		
Proven leadership and performance management capabilities.	✓	
Effective risk management and creative and innovative approaches to problem solving.	✓	
Flexible and adaptable, demonstrating resilience and appropriate behaviour in difficult situations.	✓	
Highly effective interpersonal, written and oral communication skills.	✓	
Demonstrable project and change management experience.		✓
Ability to assimilate complex matters and communicate same to others in a concise and understandable manner.	✓	
High degree of IT systems understanding and competence.	✓	
<b>ADDITIONAL REQUIREMENTS</b>		
Personal integrity.	✓	
Effective and strategic influencing skills.	✓	
Ability to team work effectively with others internally and externally.	✓	
Demonstrates respect for diversity and values inclusion.	✓	