



## Job Description

<b>Role</b>	<b>Finance Manager</b>
<b>Responsible to</b>	<b>Chief Executive</b>
<b>Department</b>	<b>Chief Executive</b>

### 1. Main objectives of the post

- 1.1 To take overall responsibility for financial management within Epilepsy Scotland.
- 1.2 Manage the day-to-day financial and operational functions of Epilepsy Scotland, ensuring the organisation operates efficiently, sustainably, and in line with its values.
- 1.3 Ensure the organisation's financial sustainability and compliance with charity governance standards.
- 1.4 Deputise for the Chief Executive Officer as required.

### 2. Accountability

- 2.1 To the Chief Executive on a day-to-day basis and ultimately to the Board of Directors.

### 3. Principal Duties

#### 3.1 Strategic Finance & Business Leadership

- 3.1.1 Play a leading role in compiling Epilepsy Scotland's annual budget and longer-term financial growth strategy.
- 3.1.2 Oversee and administer the Sage Accounting System, ensuring robust financial systems and procedures are in place, while monitoring financial performance, cash-flow, and reserves to safeguard the organisation's financial sustainability.
- 3.1.3 Lead the preparation of the organisation's annual budget for Board approval, prepare monthly management accounts, and produce and present timely, detailed financial reports for the Senior Management Team, Finance Sub-Group, and Board—including Profit & Loss, Balance Sheet, and Cash Flow Forecasts—ensuring effective use of resources and optimisation of organisational assets.



- 3.1.4 Handle the entire accounts process, record and process all income and expenditure relating to the Charity including generating sales invoices, recording payment receipts and paying suppliers, HMRC, and pension provider.
- 3.1.5 Prepare monthly payroll information for the external Payroll Bureau.
- 3.1.6 Ensure compliance with charity finance regulations and best practice, and coordinate the preparation of Annual Accounts and independent Annual Audit.

## **3.2 Governance, Partnership & Representation**

- 3.2.1 Support effective governance and accountability across the organisation.
- 3.2.2 Attend and contribute to Senior Management Team meetings, Finance Sub-Group meetings, and Board meetings as required.
- 3.2.3 Work in partnership with people affected by epilepsy, Epilepsy Scotland members, and other voluntary organisations and act as an Ambassador for the organisation.

## **4. General**

- 4.1 Participate in the organisation's Annual Appraisal and regular Support and Supervision processes.

## **5. Health and Safety**

- 5.1 Ensure high standards of health and safety are maintained in line with organisational policy.
- 5.2 Contribute to risk management and organisational resilience.

## **6. Other**

- 6.1 Undertake any other duties as delegated by the Chief Executive Officer for the benefit of the organisation.



## Finance Manager Person Specification

Personal Attributes	Essential	Desirable
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Accounting qualification or equivalent professional experience</li> </ul>	*	
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Significant experience of bookkeeping &amp; daily SAGE input</li> <li>Extensive experience in financial reporting including preparation of management accounts.</li> <li>Extensive experience of budget and cash-flow preparation</li> <li>Proven track record in working on own initiative and as part of a team</li> <li>Relevant experience of working in the voluntary sector</li> </ul>	* * * *	*
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Expert knowledge of the Sage accounting system</li> <li>Excellent I.T. skills</li> <li>Excellent working knowledge of spreadsheets and databases including Excel</li> <li>Knowledge of the Charity Sector and financial reporting requirements</li> </ul>	* * *	*
<p><b><u>Skills &amp; Qualities</u></b></p> <ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent analytical skills</li> </ul>	* *	
<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>Ability to work to clear deadlines</li> <li>Ability to organise and prioritise workload</li> </ul>	* *	

