

## Role Profile

<b>Job Title:</b>	Senior Finance Manager
<b>Team:</b>	Finance and Information Technology and Systems
<b>Reports to:</b>	Finance and Operational Support Director (FOSD)
<b>Period of Post:</b>	Permanent
<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 61- £60,000</li> </ul>

### Main Job Purpose:

This senior role will play a key role in Hansel's finance/ITS functions, ensuring robust financial management, compliance and strategic financial planning. This role is pivotal in supporting the organisations senior leadership team with high quality financial analysis and insight to support strategic decision-making and ensure both financial efficiency and optimal resource use across the organisation. The successful candidate will also oversee and facilitate the development of effective information and communication systems and mechanisms to enable accurate and relevant information to be shared with colleagues, customers and external agencies in a timely manner. To support data/cyber security and compliance in relation to GDPR.

### Key responsibilities:

#### Management and Reporting

- Oversee day to day financial operations
- Oversee the preparation of and quality assure regular financial monitoring information including management accounts, cash flow forecasts and financial reports
- Ensure the accurate and timely production of statutory reporting, including annual accounts
- Lead on co-ordination of the Annual Report
- 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/ITS functions, 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.
- 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.
- To liaise with auditors and other external agencies on financial matters, on behalf of the organisation
- 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

#### **Financial Planning and Budgeting**

- Lead the development of annual budgets, forecasting
- Provide financial forecasts and scenario modelling to support strategic planning
- Advise senior leadership and trustees on financial performance, risks and opportunities
- Prepare Budgets/Forecasts on a timely basis for the relevant entities with supporting narrative and variance analysis.
- Working with Department Managers to support the management and monitoring of budgets and budget spends on behalf of budget holders
- Undertake management and cash-flow reporting, as well as financial forecasting and modelling

#### **Compliance, Systems and Controls**

- Manage year-end accounts and external audit processes
- Ensure compliance with statutory regulations, charity finance regulations, internal financial policies, and the requirements of external partners, including funders
- Exercise delegated authority in line with organisational policies and procedures ensuring financial decisions are made effectively, responsibly and within defined limits
- Oversee financial/IT systems, including the management and development of accounting and salary administration systems

- Ensure robust internal controls including the development and review of financial policies, procedures and training
- Provide technical financial advice to colleagues across the organisation
- Continuously review, evaluate and improve IT and system processes to enhance efficiency, improve effectiveness and drive operational excellence

### **Management and Stakeholders**

- Directly manage, coach and mentor Finance/ITS staff and support their professional development
- Work closely with leadership team, managers and Finance and Audit Committee to support financial planning and management and strategic decision-making
- Maintain effective relationships with key external stakeholders such as auditors, banks, funders and others
- 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
- 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

### **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

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>		
Demonstrable, successful experience in a senior level role leading and managing a dedicated finance team.	✓	
Leadership and management of a diverse team (across more than one professional discipline).		✓
Third Sector experience, particularly in the field of Health and Social Care.		✓
<b>EDUCATION AND TRAINING</b>		
Fully qualified accountant (ICAS, ACCA, CIMA, ACA, CIPFA) with proven post qualified experience	✓	
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.	✓	