|  |  |  |
| --- | --- | --- |
| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | Job Description |  |

|  |  |
| --- | --- |
| **Role:** Finance Manager | **Region / Department**: Corporate Services - Finance |
| **Reports to:** Finance Director | Pay Grade: Band 5 Lower £35,023 per annum + ECBU |
| **Location:** Hermiston Quay, Edinburgh | **Type of Contract:** Permanent, Full Time |

# JOB PURPOSE

To be one of four finance managers operating as business partners to departmental and/or regional management teams to ensure that these teams are able to undertake their financial management activities and responsibilities effectively; and receive appropriate financial advice and support to ensure that their decision making and control frameworks are robust and in line with the strategy and policies of the Trust.

To lead the delivery of their customer’s accurate and timely month-end reporting, Budgeting and Forecasting processes, and support the effective delivery of the Trust’s priority projects and other projects and associated reporting to ExCo and Board.

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

* Lead the provision of timely, accurate and understandable reporting, analysis and targeted interpretation of monthly results to the departmental and/or regional management teams. Ensuring that unsatisfactory performance is challenged, risks are identified and their resolution or escalation is supported and proposed solutions are validated;
* Being responsible for the Trust’s Month End close process, Budgeting and Forecasting processes including the timetable, managing the process and providing information to the Finance Director for incorporation into ExCo and Board reports;
* Support Budget Managers in the creation, monitoring and controlling of their budgets and quarterly forecasts. Analysing variances and liaising with budget holders on potential problem areas, subsequently making recommendations and advising on the impact to the Trust;
* Actively participating in their internal customers’ monthly team meetings, providing financial updates and reports and influencing decision-making on key financial and non-financial matters;
* Responsible for the line management of one or more Finance Assistants and ensuring effective utilisation their people resources and effectively and manage performance/attendance related challenges. In addition, working with colleagues to ensure best use of the wider Finance Team’s resources.
* Creating a continuous improvement culture in particular developing and implementing streamlined and user-friendly processes, procedures and reports to support the financial activities within their internal customer teams, provide training to employees to embed these processes and embed reviews to ensure that these continue to be fit for purpose;
* Identifying and delivering process improvement and cost reduction opportunities across the Trust;
* Taking actions which ensure the on-going success of the Finance team within the Trust;
* Liaising with the Financial Accountant to ensure that the processes developed and implemented support the monthly, quarterly and annual Balance Sheet Reconciliation requirements.
* Working with the Finance Director, develop and implement a sustainable structure and culture for the teams which embodies the Trust’s values and focuses the team’s on customer service, performance and stewardship.
* Active member of the Finance management team and will be involved in supporting cross-Trust initiatives and representing the Finance team in these.
* Developing and maintaining accessible reporting dashboards, and providing financial modelling support for ad hoc Trust wide requests and initiatives

**Key Performance Indicators**

* Production of monthly management accounts including commentary in accordance with the Trust’s defined timeframe for timely incorporation in ExCo and Board reporting.
* Growth and development of the Finance Assistant
* Budget and forecast process and reporting delivered on time and to required standard, pressures and opportunities identified promptly.
* Participation on key cross-departmental teams and projects and early involvement in decision making processes.
* Regular monthly attendance at management team meetings to provide financial update.
* Financial elements of Annual Operating Plans are based on sound assumptions and medium to long term plans are robust.
* Deliver Improvement actions and ensure control framework for areas of responsibility are compliant, success determined by internal and external audit points/actions.

#  REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

**Qualifications**

* Fully qualified with a relevant professional accounting qualification (ACCA, CA or CIMA);
* Degree Level qualified or demonstrably significant and high quality directly relevant experience.

**Experience**

Essential:

* Demonstrable experience in the provision of financial planning and analysis support and advice to operational and service delivery teams;
* Significant experience in supporting non-finance managers in the delivery of the business plans; in interpreting the financial aspects of performance reporting; and to ensure decision making is based on robust assumptions and modelling;
* Experience in delivering written financial monthly reports to inform and influence senior managers;
* Demonstrable experience in the preparation and development of annual budgets and quarterly forecasting, ensuring the engagement of the budget holders responsible for delivery;
* Working on integrated, complex financial systems with a focus on reporting and interpreting data for use in analysis to support decision making;
* Experience of identifying, developing and implementing process change and training colleagues (both finance and non-finance) in the new process.

Desirable:

* MS Dynamics Experience;
* Charities/Third Sector Experience.

**Skills & Knowledge**

Essential

* Excellent Computer Literacy skills; an advanced user of spreadsheets; and ability to ability to assimilate and adapt quickly to new packages and other information technologies and systems. Must also have the ability to assist others in Information Systems and technologies;
* Must have highly developed analytical, numerical and financial reporting skills;
* Ability to work under pressure, juggling conflicting priorities, managing change and delivering to tight deadlines without compromising accuracy or work or provision of customer service;
* Sound verbal and written communication skills with ability to serve internal and external customers with courtesy, diplomacy and efficiency and explain complex financial information in an understandable way;
* Be tactful, diplomatic with excellent negotiating skills with the ability to train others through effective coaching skills;
* Must have sound up to date professional knowledge, proactive horizon scanning for changes in legislation, accounting standards, GAAP, processes and techniques, with the ability to interpret and apply these principles and advise others
* Must be self-motivated with a proactive approach to work, ability to take initiative & identify opportunities, to accept challenges and responsibility, and initiate and implement change;
* Must have the ability to gain a clear and rapid understanding of a range of finance and management issues;
* Able to lead and manage members of the team and build cross-organisation relationships;
* Must be a team player, with a willingness to seek advice and guidance with a consultative approach to problem solving.

**DIMENSIONS AND SCOPE OF JOB**

People Management

* 1 or 2 Finance Assistants

Financial Management

* Not a budget holder;
* Will deputise for the Finance Director, potentially being an authorizer for banking transaction.
* The post holder will occasionally need to make sound, justifiable decisions with regard to financial issues, and where required will escalate to the Finance Director or CFO for further guidance.

# The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

**Applications**

Interested applicants should forward a completed application form to Human Resources Department (Applications), The National Trust for Scotland, Hermiston Quay, 5 Cultins Road, Edinburgh EH11 4DF, by mail or by email via workforus@nts.org.uk, by first post (i.e. 10.00am) onFriday 3rd December 2021