**Job Description**

**Job Title:** Finance Manager

**Location:** Aberdeen/Dundee/remote working – Hybrid approach office based when requested

**Salary Point:** £40,000 - £45,000 pro rata

**Hours:** 56 per month – to be worked flexibly to meet the needs of the business

**Reports to**: CEO

**Overview of role**

Responsible for the professional delivery of the finance function for the group incorporating all finance department activities including payroll.

**Main duties**

* Lead in the review and maintenance of processes and procedures ensuring financial management processes are efficient and robustly embedded to ensure effective governance
* Responsible for overseeing all day-to-day finance processing including project related as required
* Responsible for overseeing the payroll function ensuring compliance with all relevant legislation, pensions auto-enrolment, PAYE and the provision of year end HMRC payroll returns
* Responsible for the processing, calculation and reporting of VAT, ensuring knowledge of legislation is current and accurate and that the financial processing systems are appropriate
* Responsible for the review and reconciliation of all balance sheet accounts monthly to ensure there are no unresolved issues requiring attention
* Coordinate and manage the timely production of accurate and detailed financial information including monthly management accounts which accurately reflect the business and its needs with supporting narrative and variance analysis. Including presenting to the board on a 6 weekly basis.
* Responsible for coordinating investigation and reporting on key variances in the management accounts and liaise with managers and budget holders to provide explanations and narrative on such variances
* Preparation of the annual accounts and supporting documentation for the annual audit including liaison with the auditors and ensuring compliance with all relevant charitable and financial legislation
* Ensure the timely submission of all external reporting including Companies House, HMRC, OSCR including quarterly VAT returns, annual tax returns etc.
* Provide financial support to operational colleagues with tender submissions, contract reviews, and contract compliance
* Support the CEO’s/Leadership team in the preparation of the annual income and expenditure budgets including salary budgets and prepare related balance sheet and cash flow forecasts
* Coaching, mentoring, and supporting the Finance Officer to enable them to perform to the highest standard
* Effectively managing team performance, including carrying out annual appraisals and quarterly performance reviews within organisational timescales
* Any other duties commensurate with the role

**Person Specification**

* Meticulous attention to detail
* Excellent analytical and evaluation skills
* Strong written and verbal communication
* Excellent interpersonal skills
* Strong organisational skills with the ability to plan and organise work
* Proven track record of working to tight deadlines
* Ability to work independently

**Experience & Qualifications**

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| **Essential** | **Desirable** |
| Educated to degree level in a relevant discipline | Recognised chartered accountancy qualification (CA, ACCA or similar) |
| Experience of leading, developing and managing a Finance function to deliver high quality service to an organisation |  |
| Demonstrable experience in a similar technical role including overseeing payroll management and processing | Knowledge and experience of the legal and charitable framework |
| Experience of using Cloud Based Accounting Software | Experience of using XERO Accounting Software |
| Excellent IT skills with extensive experience of using the Microsoft suite of products particularly Excel |  |
| Line Management experience in a similar role |  |

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