

## **Finance Manager**

**£25,000 - £30,000 pro rata**

**PT 25hrs per week worked over 5 days**

### **PURPOSE OF THE POST**

The Finance Manager is responsible for managing the finances of the Peter Pan Moat Brae Trust which runs Scotland's National Centre for Children's Literature & Storytelling in Dumfries, Scotland. As part of the senior management team their primary role will be establishing and managing all financial processes and procedures for Moat Brae which incorporates admissions, café, shop, commercial hires and charitable funding. The Centre currently has a staff complement of 28.

Key duties include the development and maintenance of financial systems and processes, preparation of accurate and timely monthly management accounts, the analysis of variances to budgets, statutory financial reporting, managing the annual budgetary process, preparing cashflows and forecasts.

**REPORTING TO:** Centre Director

**RESPONSIBLE FOR:** Supervising the work of Finance staff.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To be responsible, in conjunction with the Centre Director, for maintaining all mechanisms of financial control, and ensuring adherence, by all Centre staff, to budgets and to the financial regulations of the Trust.
- Promoting effective budget management and financial reporting skills within the organisation.
- To develop and maintain the financial systems and processes for the Trust and Trading Subsidiary Company
- Working with external auditors in the preparation of annual charity accounts (in SORP format)
- Ensuring the Trust is compliant with changes in accounting standards and OSCR regulations.
- Preparation of monthly VAT Group returns
- To provide accurate, timely and informative financial information to the Finance Committee, Centre Director and the Board of Trustees.
- Managing grant claim processes to ensure all deadlines are met
- Manage annual budget process which will involve working closely with all departmental managers
- Management of financial processes relating to the café, bar, shop and front of house income and expenditure including the preparation of regular

performance reports, the investigation of variances and identifying and recommending improvements

- Management, control and processing of fixed assets within the Trust including additions, disposals and security of assets
- Collation of payroll data to be handled by external payroll bureau.
- Overseeing the provision of insurance cover for the Trust's assets and activities.
- Processing of Gift Aid claims
- Line management and development of staff
- To be a signatory on the Trust's bank account up to agreed limits.

#### **OTHER**

- To observe the strictest confidentiality at all times;
- To comply with the Trust's policies and practices on health and safety, and equal opportunities; and

To undertake other duties as may reasonably be required. This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Centre Director or the Trustees

## **ESSENTIAL CRITERIA**

1. Qualified or Part-Qualified Accountant.
2. Minimum of three years' experience in all aspects of working in a finance department.
3. Good IT skills including Microsoft Office and experience of using Sage 50 or a similar accounting package with departmental accounting.
4. Experience in all aspects of financial and management reporting - producing monthly management accounts, variances to budget, and forecasting.
5. An in-depth knowledge of VAT including Partial Exemption and Capital Goods Scheme rules.
6. Preparation of cash flow statements.

## **DESIRABLE CRITERIA**

1. Experience in charitable sector accounting and preparing annual accounts under SORP.
2. Experience in operating within a commercial environment (retail, shop, café, room hire).
3. Familiarity with EPOS systems.

## **PERSONAL QUALITIES**

The successful applicant will be able to demonstrate the following qualities:-

1. Natural aptitude for figures and attention to detail.
2. An enthusiastic approach to work.
3. To be able to work as part of a close team.
4. A natural problem solver.
5. A good time manager.
6. Excellent communication and presentation skills.

**JOB TITLE**

This title of this post is **Finance Manager**.

**LOCATION**

The post is based at Moat Brae, 101 George Street, Dumfries DG1 1EA.

**PAY SCALE**

Annual Salary of up to £25,000 - £30,000 pro rata per annum [dependent on experience].

**CONTRACT**

The position is permanent. The notice period is 2 months.

**PROBATIONARY PERIOD**

The appointment will commence with a probation period of six months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

**ANNUAL LEAVE**

29 days pro rata discretionary including bank/public holidays.

**WORKING HOURS**

The standard working week will be 25 hours over 5 days however due to the nature of this position some degree of flexibility is required from the post holder to meet the demands of the Trust's schedule.

**HOW TO APPLY**

To apply please submit your CV demonstrating how you meet the essential criteria and desirable criteria (if applicable) together with an Equality Monitoring form addressed to:

Jacqueline Kennedy

[jacqueline@peterpanmoatbrae.org](mailto:jacqueline@peterpanmoatbrae.org) or

Jacqueline Kennedy

National Centre for Children's Literature

Moat Brae

101 George Street

Dumfries

DG1 1EA

The closing date for receipt of CV's is **Friday 30<sup>th</sup> August 2019 at 5pm** with interviews to be held the following week.

Failure to complete and submit a CV that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify. Late applications will not be considered.

### **SHORTLISTING**

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV how they satisfy the published selection criteria. It is essential that applicants provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

It is proposed that interviews for this post will be held in the week commencing **2<sup>nd</sup> September 2019**.