

Finance Manager [Fixed Term]

Salary Negotiable

FT 35hrs per week – 6-month Fixed Term contract

PURPOSE OF THE POST

The Finance Manager will be responsible for updating existing financial protocols and establishing new financial systems for 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 they will manage all financial procedures for Moat Brae incorporating revenue streams from admissions, café, shop, and commercial services as well as charitable funding from public and private sources. The Centre currently has a staff complement of 28.

Key duties include the development and implementation 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.

The role has been designated Fixed Term as it will focus primarily on establishing financial protocols across the business.

REPORTING TO: Centre Director.

RESPONSIBLE FOR: Supervising the work of Finance staff.

MAIN DUTIES AND RESPONSIBILITIES

- To develop and implement the financial systems and processes for the Trust and Trading Subsidiary Company
- 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.
- 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 Management Team, 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

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. Experience in charitable sector accounting and preparing annual accounts under SORP.
6. Working knowledge of VAT
7. Experience in implementing financial systems and the preparation of cash flow statements.

DESIRABLE CRITERIA

1. Experience in operating within a commercial environment (retail, shop, café, room hire).
2. Experience of working within a professional arts organisation or visitor attraction
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

Please notify us of your salary requirements for the role.

CONTRACT

The position is **Fixed Term** for **six months**. The notice period is 1 month.

PROBATIONARY PERIOD

The appointment will commence with a probation period of one month which may be terminated at a week'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 35 hours per week usually worked 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 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 1st November at 5pm** with interviews to be held the following week.