

Job Title: Finance Manager

Salary: £33,000 - 35,000 pro rata (£16,500 - £17,500)

Contract Type: Part time 2.5 days/week



Location:

Your normal place of work is the GCHT offices at 54 Bell Street in Glasgow city centre, with meetings and events across Glasgow as required.

Hours of work:

The normal full time working week is one of 35 hours, Monday- Friday. GCHT offers flexible working within core working hours of 10am to 4pm, with a minimum 30 minutes lunch break.

Annual leave:

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays.

Pension:

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

Job Purpose:

The Finance Manager is a senior role, key to the effective operation of Glasgow City Heritage Trust which will oversee the Trust's finances with responsibility for all aspect of management accounting (including all necessary reconciliations), cash management, and budgeting and forecasting. To provide support to the Director and Board on finance matters ensuring that information and advice is available to support strategic decision making.

Reporting Relationship:

This role reports to the Director and works closely with the Treasurer. The Finance Manager will also line manage the Office Administrator

Main Responsibilities:

1. To ensure the smooth day-to-day running of the office, administrative and financially.

- By carrying out administrative duties required to run the charitable business (this includes; developing and implementing administrative systems and managing filing systems; and, liaising with suppliers and contractors regarding the office's IT, insurances and utilities)
- By managing the Trust's revenue expenses, monitoring and ensuring compliance with agreed annual budgets
- By producing financial reports for the Board on a quarterly basis.
- By attending and preparing papers for the Audit & Remuneration Committee
- By preparing accounts for the Trust's annual external audit and Annual Report and liaising with the Trust's auditors as required.
- By providing internal financial controls for all grants expenses
- By liaising with external payroll, HR and accountants / auditors
- By liaising with the Trust's pension provider and providing monthly online returns.

2. Assist other GCHT staff as required.

- By working with the Director to support the Board and governance of the organisation
- By providing support to the wider GCHT team to maximise the effectiveness of our grant giving and support the Trust's Historic Built Environment Activities programme.
- By carrying out any other duties which the Board of Trustees or the Director deems appropriate

Person specification

	Essential	Desirable
Qualifications or experience	<p>Experience of managing an office</p> <p>Some level of accounting experience for example ACA, ACMA, CIPFA or CIMA</p> <p>Thorough practical up-to-date understanding of accounting principles and techniques.</p> <p>Experience and understanding of:</p> <ul style="list-style-type: none"> • Production of annual statutory accounts including year-end reconciliations and Reserves Analysis. • Charity accounting and SORP • Production of management accounts and financial reports and analysis. 	<p>Experience of managing an annual audit.</p> <p>Experience of monitoring investments and cash management in a non-profit environment.</p> <p>Experience of compiling funding applications, and grant drawdowns</p>
Communication & Coordination	<p>High degree of communication skills particularly attuned to conveying financial concepts to non-financially trained colleagues, volunteers and Trustees.</p> <p>Used to working in a demanding environment and providing accurate and timely information to a high standard.</p> <p>Keen to work with a hands-on approach. The post-holder will be responsible for all transaction processing and accounting.</p> <p>Ability to work without close supervision and meet service standards and targets.</p> <p>Strong organisation skills and able to deal with competing priorities.</p> <p>Excellent analytical skills and ability to think strategically</p>	<p>Understanding of how to handle sensitive and confidential information, including GDPR requirements.</p>

Skills	Experience of computerised accounting, bookkeeping and Payroll including XERO, Excel or Numbers and a proactive approach to improving systems. Ability to maintain effective systems with limited admin support.	Must have relevant Charity/not for profit experience.
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