

Job Description – Senior Finance Manager

Job Title: Senior Finance Manager

Reports To: Deputy Chief Executive

Overall Job Purpose

This senior role will lead Scottish Refugee Council's finance function, ensuring robust financial management, compliance and strategic financial planning. This role is pivotal in supporting the organisations senior leadership team with high quality financial insights to support strategic decision-making and ensure both financial efficiency and optimal resource use across the organisation.

Key responsibilities

Financial Planning and Budgeting

- Lead the development of annual budgets, forecasting and financial strategies
- Provide financial forecasts and scenario modelling to support strategic planning
- Advise senior leadership and trustees on financial performance, risks and opportunities

Financial Management and Reporting

- Oversee day to day financial operations
- Oversee the preparation of and quality assure regular financial monitoring information including management accounts, cash flow forecasts and financial reports for a range of audiences
- Ensure the accurate and timely production of statutory reporting, including annual accounts
- Lead on co-ordination of the Annual Report

Compliance, Systems and Controls

- Manage year-end accounts and external audit processes
- Ensure compliance with statutory regulations, charity finance regulations, internal financial policies, and the requirements of external partners, including funders
- Exercise delegated authority in line with organisational policies and procedures ensuring financial decisions are made effectively, responsibly and within defined limits
- Lead on the co-ordination of internal audit activity and oversee progress on recommendations
- Oversee financial systems, including the management and development of accounting and salary administration systems
- Ensure robust internal controls including the development and review of financial policies, procedures and training

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- Provide technical financial advice to colleagues across the organisation
- Continuously review, evaluate and improve financial processes to enhance efficiency, improve effectiveness and drive operational excellence

Management and Stakeholders

- Directly manage, coach and mentor Finance staff and support their professional development
- Work closely with leadership team, managers and Finance and Audit Committee to support financial planning and management and strategic decision-making
- Maintain effective relationships with key external stakeholders such as auditors, banks, funders and others

Other Duties

- Ensure the work of the Finance department is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Take responsibility for health and safety in relation to the work of the Finance department
- Any other duties relevant to the needs of the organisation and as directed

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Quality	Essential	Desirable
Education and Training	• Qualified accountant (ICAS, ACCA, ACA, CIMA, CIPFA) with at least 3 years qualified experience	• Management qualification
Job Experience and skills	• Experience of developing and maintaining computerised accounting systems e.g. Sage, Accounts IQ • Compilation of statutory accounts in accordance with relevant account provisions • Experience of project and budget development • Demonstrable experience of managing staff and projects • Servicing and presenting information to project groups and committees • Production of monthly management accounts and reports • Good presentational skills using excel or similar • Experience in dealing with legal matters such as negotiation of contracts and leases • Experience of salary administration • Numerate and logical thinker • Excellent written skills including report writing • Excellent verbal communication skills • Excellent IT skill and competent in the use of spreadsheets • Knowledge of Microsoft Office	• Experience of financial management in the charity or non-profit sector • Understanding of charity SORP and fund accounting • Experience of working in multi-cultural environment
Personal Qualities	• Learn and reflect on own performance • Think creatively and develop imaginative solutions to problems • Work on own initiative and to set personal goals and assess own training needs • Demonstrate understanding and support of Scottish Refugee Council	

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	aims and principles • Work flexible hours and travel, including occasional overnight stays/weekend work • Demonstrate accuracy and attention to detail • Maintain appropriate professional boundaries • Work significantly on own initiative • Work co-operatively with others to accept delegation and to delegate appropriately and motivate, train, encourage and support others • Work well as a member of a team • Work well under pressure • Demonstrate a sound understanding of equal opportunities	
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