

<b>TITLE:</b> HEAD OF FINANCE	<b>DATE PREPARED:</b> 29/10/18
<b>SALARY:</b> PRO-RATA £35000 PER ANNUM	<b>LOCATION:</b> GLASGOW
<b>HOURS WORKED:</b> MINIMUM 2 DAYS (15HRS) PER WEEK / FLEXI-TIME	<b>REPORTS TO:</b> CEO / SENIOR TEAM
<p><b>Job Purpose:</b>  <b>Bike for Good had tripled in size (3 branches) and turnover (£1200k per annum) but the Finance team hasn't.</b>  <b>We need a Senior Finance Officer to provide analysis and insight to the company as well as to support our current Finance team development.</b></p>	
<p><b>Principal Accountabilities:</b></p> <ul style="list-style-type: none"> <li>Develop a financial strategy for your organisation, to help you plan for your financial future.</li> <li>Review current processes and bring in innovation and insight as required</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Support Finance officer role with data processing in their absence (i.e Annual Leave) until the finance team as grown further</li> </ul>	
<p><b>Planning and Organising:</b></p> <ul style="list-style-type: none"> <li>Develop a Financial Strategy and plan for the future</li> <li>Develop the Finance Team as required</li> <li>Review existing processes: Budgeting, forecasting, cash flow and and developing and implementing robust policies, procedures and manuals</li> <li>Write the Financial Procedures manual</li> <li>Provide information and engage with the non-finance team for decision making</li> <li>Train and help to develop the Finance Officer</li> <li>Delivering and presenting budgets, monthly management accounts, statutory accounts in accordance with legislative and regulatory compliance.</li> <li>Ensuring the highest standards of internal control and risk management</li> <li>Providing assistance to the CEO and Head of Projects in relation to fundraising and the development of a fundraising strategy to support the organisation's future activity and growth plans.</li> <li>Report to the Auditors and to the Board</li> </ul>	

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED (THE PERSON SPECIFICATION)

### E = Essential

- Ability to operate SAGE software
- Communicate effectively and credibly, both verbally and in writing, to a range of audiences at various levels.
- Preparation and review of financial procedures and year end statutory accounts.
- Strong self-motivation, initiative and a flexible approach to work
- Leading in the provision of financial guidance and direction to the organisation
- Experienced all round accountant e.g. financial accounts, management accounts, budgeting, long-term financial planning, banking, payroll, purchase and sales ledger.
- Recognised accountancy qualification e.g. ACCA, CIMA or equivalent.

### D = Desirable

- Working with a company with different locations
- Business management Experience
- Interest in financial innovations such as cloud-based software (Cloud Sage, Auto entry, CRM, ...)
- Funding and Third Sector experience: Knowledge of the social enterprise/charity sector.
- Supervision and development of staff
- Legislation as it relates to financial governance within the sector.

## Special Features

Must attend board meetings 6 to 8 pm once every couple of months

Must cover Finance Officer shifts if required at the start