



## **Job details**

Job title:	Finance Manager
Reporting to:	Chief Executive
Location:	Home Working, or from one of our 4 Bureau locations
Employer:	Citizens Advice Edinburgh, 58 Dundas Street, Edinburgh, EH3 6QZ
Hours:	Part time (21 Hours per week) flexible working available
Salary:	£18,000 (£30,000 per annum, pro rata)
Benefits:	15 days annual leave (25 pro rata) and 6 public holidays (10 pro rata) and a 7% employers pension contribution.

## **About Citizens Advice Edinburgh**

The Citizens Advice Service was first established in Edinburgh in 1939. Over the years it has grown to deliver services from 4 main Bureaux (Dundas Street, Dalmeny Street, Pennywell Road and Bath Street) and 25 project/outreach locations across the capital. In 2007 independent bureau in the city merged to form Citizens Advice Edinburgh (CAE).

Through a small team of paid staff and 150 highly trained and committed volunteers, CAE provides a free, confidential, independent and impartial service to the citizens of Edinburgh on a wide range of issues including:

- Debt and money
- Welfare Rights
- Consumer issues
- Immigration
- Employment and workforce problems
- Housing

- Relationship and family issues
- Discrimination
- Health services
- Legal rights & responsibilities

The charity is a trusted and well-respected organisation. It enjoys high levels of client satisfaction, and the excellence of its training programmes are widely recognised. Its volunteer workforce and paid staff provide advice and support to around 12,000 individual clients every year.

For a full overview of all our services and current work, please visit our website at: [www.citizensadviceedinburgh.org.uk](http://www.citizensadviceedinburgh.org.uk)

## **Job description**

### **Summary of Role**

The Finance Manager is responsible for overall management of the finance function across CAE's four Bureau and project locations. The role involves the preparation of accurate and timely financial information for the Board and senior management team, together with delivery of financial procedures to ensure smooth delivery of services and efficient use of resources.

#### **1. Overall responsibility for finance**

- Ensure that the charity's funds are used appropriately and in line with the stated charitable aims and objectives.
- Ensure financial procedures are implemented, reviewed and updated as appropriate.
- Responsible for project and restricted funding being properly accounted for and communicated to funders.
- Management of cash-flow to facilitate ongoing operations.
- Keep appropriate accounting records for audit purposes.
- Lead the finance audit and assist in any other audit processes that may be carried out.

#### **2. Preparation of accounts and financial information**

- Preparation of monthly management accounts and cash-flow statements.
- Preparation, along with the auditors, of statutory report and accounts.
- Provision of financial information to the Board and senior management team to allow informed decision making and proper risk management.
- Preparation of quarterly budget returns to project funders.

### **3 Payroll, invoices and pension payments**

- Responsible for ensuring that monthly payroll is processed (via external payroll company) and all staff payments, PAYE and pension contributions paid on time.
- Processing payments to HMRC.
- Payment of invoices and payments to partner organisations, and the proper recording of these through financial accounting software (**Quickbooks**).

### **4. Procurement**

- Regularly reviewing expenditure to ensure the most efficient use of charity resources.
- Procurement of cost effective services.
- Cost-savings implemented where appropriate.

### **5. Costing of services**

- Provide accurate costing of CAE services for project funding applications, tenders and any other grant awards.

### **6. Other**

- Recruitment, Selection and Management of finance volunteers.
- Implement organisational Equality Policies.
- Any other reasonable tasks as requested by the Chief Executive.

## **Person Specification**

### **Essential criteria**

- Relevant experience of financial management and providing support to senior management.
- Track record of implementation and review of financial procedures.
- Awareness of the funding environment that CAE operates.
- Knowledge of accounting standards and requirements.

- Excellent communication skills, particularly the ability to give clear information to senior decision-makers, and to convey complex financial information to non-finance individuals.
- Ability to establish good relationships with staff, funders and stakeholders.
- Commitment to the values, ethos and principles of Citizens Advice

## Desirable Criteria

- Qualified (or part-qualified) accountant or accountant technician.
- Experience and understanding of voluntary sector accounting.