

The logo features the word "workingrite" in a bold, black, sans-serif font. The letter "i" is stylized with a yellow dot. The background is a solid yellow color with several large, overlapping circles in blue and purple. The tagline "because everyone remembers their first boss" is written in a smaller, black, sans-serif font below the logo.

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because everyone remembers their first boss

Workingrite

Finance Manager

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The Company

WorkingRite has been delivering a work-based mentored training programme for hard-to-reach young people across Scotland for nearly two decades. Their model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business. They also work throughout schools in Scotland, offering support to selected young people as they transition from the school environment.

WorkingRite work with young people from challenging situations, who have not engaged with school. They currently have a staff of 13 project co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That's around 300 a year. At the same time the complexity of the barriers faced by our young people has also increased meaning the kind of support the business gives is hugely in demand. WorkingRite expect to grow the number of young people they support year on year going forward.



WorkingRite's strategy is to work with young people earlier, in more depth and for longer.

WorkingRite is a relationship-based and person-centred model of learning. Quite simply designed to inspire young people to succeed, with mentors as the key throughout: after all... everyone remembers their first boss!

Over the last few years WorkingRite has worked hard to diversify their funding mix and have recently secured significant investment that will see the business grow their work across the country. There is a clear path to further growth over the next 3 -5 years being built.

WorkingRite have also recently appointed a new CEO who has a vision to see an increase in work in the 5 local authorities they already work in and expand into new areas of Scotland where the needs of young people are greatest.

All this means it is a very exciting time to be joining WorkingRite.

The Role

The purpose of the Finance Manager role is to manage all aspects of the charity's finances. Proactive management of all finance functions, including production of management accounts, preparation of annual budgets, project budgets and funding claims, payroll/pension and liaison with auditors.

The role's responsibilities include ensuring the complexity of funding secured, both statutory and private, is recorded, monitored, reported and claimed in line with funder requirements.

Despite funding challenges across the sector, we have recently received significant investment and are primed for a period of growth. The Finance Manager will support the CEO and wider management team, ensuring the financial sustainability of the charity whilst ultimately supporting the growth of our programmes and impact of our work across Scotland.

Key will be financial planning in line with the organisations strategic plan and reserves policy to maintain financial sustainability, and the ability to work closely and collaboratively with our CEO and Management Team.

The Finance Manager will form a part of WorkingRite's leadership team and will therefore be an active part of the business' growth journey.

Key Responsibilities:

Financial planning and management:

- Preparation of monthly financial management accounts.
- Produce and develop high quality and timely financial and performance management information tailored to the needs of the Trustees, CEO and Management Team.
- Prepare rolling quarterly cashflow forecast (monthly at peak risk periods).
- Support financial modelling and forecasting, enabling the CEO and Management Team to develop scenario models for organisational growth and development plans.
- Produce WorkingRite's annual budget in conjunction with the CEO and Management Team.
- Accurate and timely claims/financial reports submission for all statutory and private awards.

- Contribute to the development of short-term and long-term financial strategy, providing trusted advice on financial and business decisions to enable the charity to deliver its strategic goals.
- Identify and develop opportunities to measure (and improve) the cost effectiveness of services provided by WorkingRite.

Reporting:

- Provide the Trustees, CEO and Management Team with timely and accurate financial and performance reports including recommendations for corrective action when required.
- Provide financial information for funding applications and tenders, ensuring the terms and conditions of grants are understood and appropriate information is shared with funders.

Annual accounts / Year End financial statements – Liaison with Auditor:

- Liaise with and be the key contact for the external auditors of the annual accounts with responsibility for delivering the audit and implementing any recommendations.
- Ensure the audit is compliant with Charity SORP, Financial Reporting Standards and relevant legislation; and assist with transition from FRSSE to FRS102 as required.
- Day to day financial management.
- Accountable for processing staff expenses and weekly trainee payments.
- Monthly bank account reconciliation.
- Processing monthly staff payroll.
- Process all supplier sales invoices.
- Approve all online payments

Strategic development & systems / procedures:

- Research and implement new systems and technologies to improve efficiencies to integrate the finance function into all areas of WorkingRite operations.
- Ensure all financial policy and procedural documents are kept up to date and relevant.
- Ensure all internal financial controls in place are operating effectively.

Preferred Candidate

The ideal candidate will be a qualified accountant, qualified bookkeeper, or part-qualified and qualified by experience accountants with industry experience and either a background in audit or significant experience supporting year end audits.

You will be willing to roll your sleeves up and work proactively to help develop the business' finance function. This will require a dynamic and curious personality to build internal relationships, develop an understanding of how the various elements of the business operate and work with the CEO and Management Team to develop the controls, processes and reporting that add value, helping to drive the business forwards.

To succeed you will enjoy the highly collaborative, friendly culture dedicated to doing good in the lives of young people.

The successful candidate will be someone capable of adjusting their style and communicating effectively with a wide range of personality types, skillsets, and backgrounds. Due to the nature of this opportunity and the stage at which you will be joining the team, there is a genuine opportunity to make this role what you want it to be, in collaboration with the CEO, as the finance function grows in headcount and scope.

Technical Skills:

- Excellent understanding of fundamental accounting principles and the application of them in practice.
- Strong experience of XERO, SAGE payroll & Sage 200.
- Experience of payroll and knowledge of relevant procedures.
- Knowledge of the charity funding environment and the suitability of various funding streams.



Job Title:

Finance Manager



Location:

Home or Office bases - Flexible/Hybrid



Reports to:

CEO

Additional Experience/Background:

- Experience of an audit process through to completion
- Experience of operational financial and management accounting, including the development of management information to support decision making.
- Sound understanding of reporting procedures and impact monitoring.
- Excellent organisation skills.
- Experience of managing a multiple area / cost centre budget over multiple financial years.
- High attention to detail.
- Strong analytical skills with a willingness to implement changes and monitor performance to foster a culture of continuous improvement.
- Excellent communication skills with the ability to explain financial matters to non-financial people developing understanding and collaboration.

Desirable:

- Experience in a finance role in the charity sector.
- Experience of preparing financial accounts under Charity SORP and knowledge of the charitable sector
- Development of full cost recovery models as part of business development proposals.
- Experience of improving cost effective delivery, including supporting procurement and contract negotiation.
- Experience of drafting and implementing policies and guidance.
- Experience of VAT in the charity sector.



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Remuneration

Salary: £34,000 - £38,000.

Working Format: 35 hours per week.

WorkingRite's employee benefits reflect their culture and is therefore built on an approach of full flexibility with accountability, and designed to help individuals make their most positive contribution.

Benefits:

Flexibility: WorkingRite offer flexible working by default, allowing you to agree to a work pattern with your line manager that work for you from the start of your role.

Pension: Standard Employee Pension Plan.

Holidays: 28 days + 9 bank holidays, which you can flex around bank and school holidays.

Additional: Life Assurance

Employee Assistance Programme

Open to discussing job share applications.

Recruitment Process

iMultiply is committed to diversity and will promote diversity for all employees, workers, and applicants. iMultiply will treat everyone equally and will not discriminate on the grounds of an individuals' protected characteristics.

If you like the look of this vacancy and think you could perform the role, but you don't think you meet all the requirements, please DO APPLY for this opportunity. Data shows that certain groups, mainly women and people from black and minority communities, are less likely to apply for jobs where they don't meet 100% of the role. iMultiply would encourage you to apply for roles where there is room for development and growth.

Candidates wishing to be considered for this opportunity will participate in a three-stage process:

First Stage:	Video interview with iMultiply.
Second Stage:	Interview with WorkingRite, focused on experience and background.
Third Stage:	Second interview with WorkingRite, focused on culture and personality fit.

Consulting Lead:

All applications should be sent to Hamish Law, Senior Recruitment Consultant at iMultiply, find contact details below.

Please note any direct or third-party introductions will be sent to iMultiply for review and assessment.



hamishlaw@imultiplyresourcing.com



[Hamish Law](#)



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