



Working

Rite

Working Rite

Finance Manager

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The Company

Working Rite is a charity working with young people aged 15-25 to create positive choices for what comes next after school.

We build connections with employers and create chances for young people to grow their skills and confidence in working environments.

We are committed to coaching young people, engaging their families, carers and communities over a sustained period to create long-term change through working.

We seek to stop the cycle of deprivation and poverty that occur in so many communities across Scotland. We do this through our unique, three-phase youth employability model – **Choices, Chances & Connections**.

Working Rite



The Role



Job Title: Finance Manager



Location: Scotland/Hybrid



Reports to: CEO

The Finance Manager will support the CEO and wider leadership team and our Finance Committee, 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 wider team.



Job Description

The Finance Managers role is to lead on all aspects of the charity's finances. This role reports directly to our CEO, plays a key role as part of our Leadership Team and has ongoing reporting responsibilities to our Finance Committee and Board of Trustees. This will suit someone with a collaborative approach that will work well with our wider team.

It's the perfect opportunity for an ambitious Finance Manager looking to develop their skills to ultimately become a Head of Finance and lead a wider Finance function as our charity continues to grow.

The post holder will be responsible for:

Financial Sustainability:

- 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.
- Lead the quarterly Finance Committee sub-groups providing up-to-date reporting and narrative on all elements of the charity's financial performance.
- Produce Working Rite's annual budget in conjunction with the Finance Committee, CEO and Leadership Team.
- Produce quarterly forecasts and financial modelling, enabling the Finance Committee, CEO and Leadership Team to develop scenario models for organisational growth and development plans.
- Preparation of monthly financial management accounts.
- Managing weekly and monthly cashflow in a constantly fluctuating environment
- Be the Finance Business Partner to the CEO, Heads of Department and Operational Managers to ensure all aspects of our financial functions are clearly communicated.
- Identify and develop opportunities to measure (and improve) the cost effectiveness of all services provided by Working Rite.

Job Description

Reporting

- Produce and develop high quality and timely financial and performance management information tailored to the needs of the Finance Committee, Trustees, CEO and Leadership Team.
- Accurate and timely claims/financial reports submission for all statutory and non-statutory funding.
- Provide financial information for funding applications and tenders, ensuring the terms and conditions of grants are understood and appropriate information is shared with funders.

Compliance

- Prepare the financial statements and be the key contact for the external auditors of the annual accounts with full responsibility for delivering the audit.
- Ensure the audit is compliant with accounting standards, Charity SORP and relevant legislation and deadlines from OSCR / Companies House.
- Have full responsibility for maintain true and accurate financial records.
- Manage and mitigate all financial risk elements on the risk register.
- Overall responsibility for insurance and pensions.

Operational Finance

- Manage Admin Assistant who is currently responsible for day-to-day task such as; processing staff expenses, weekly trainee payments, Xero Bank Reconciliation, monthly staff payroll, processing supplier and employer invoices.
- Manage all lease and property renewals and contracts.
- Manage all Working Rite's assets and working capital.
- Ensure appropriate level of financial controls are in place including segregation of duties and identifying control improvements.
- Have ongoing awareness of Government Policy and budgeting landscape and how it may impact on Working Rite.
- Systems & Procedures
- Research and implement new systems and technologies to improve efficiencies to integrate the finance function into all areas of Working Rite operations
- Knowledge of using all of our internal finance management systems including Xero, Salesforce, Soldo, SYFT, Citation, Mintago and full Microsoft 365 suite.

Preferred Candidate

- Experience of an audit process through to completion
- Appropriate Accounting Qualification (ACCA, CA, CIMA)
- Experience of operational financial and management accounting, including the development of management information to support decision making
- Knowledge of the charity funding environment and the suitability of various funding streams
- Sound understanding of reporting procedures and impact monitoring
- Excellent organisation skills
- Experience in payroll and knowledge of relevant procedures
- Experience in 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 across teams

It would be beneficial if the candidate has:

- Experience in a finance role in the charity 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

Remuneration

Salary: £45,000 a year

Working Format: Scotland/Hybrid

Employee Benefits

Our employee benefits reflect our culture which is built on an approach of full flexibility with accountability and designed to help you make your most positive contribution.

- Flexible Working by Default (allowing you to agree a work pattern with your line manager that works for you from the start of your role)
- Annual leave you can flex around bank & school holidays
- An enhanced annual leave package of 28 days plus 9 days public holidays for full time employees
- Enhanced employee Pension scheme
- Employee Assistance Programme
- Wellbeing Days
- Additional leave after set years of employment
- Mintago benefits package
- We are also open to discuss part-time or condensed hours for this role.



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: Teams interview with Hamish.
- Second Stage: Teams interview with Working Rite.
- Third Stage: In-person interview.

Consulting Lead:

All applications should be sent to Hamish Law, Senior 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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