

**EDINBURGH CHILDRENS HOSPITAL CHARITY
JOB DESCRIPTION AND PERSON SPECIFICATION
FINANCE MANAGER**

Job Title: Finance Manager
Job Location: ECHC Office (option for hybrid working)
Reports to: Chief Operating Officer (COO)

Main Purposes:

As an ECHC manager, enable the organisation to transform the experiences of children and young people by ensuring ECHC is a well governed, sustainable organisation with effective finance systems and process.

As Finance Manager, take professional responsibility for all aspects of the control and management of ECHC financial resources through effective budget setting, monitoring and audit of income and expenditure (including regular reporting and preparation of accounts) and general funds management and cash flow.

Areas of Responsibility:

- Assisting the COO in providing inspirational and motivational leadership, management and support, nurturing a positive working environment by promoting the organisation's values and inspiring staff to achieve our objectives (both those of the finance team and across the wider staff team) and ensure a high performance and quality service for the charity.
- Being responsible for the effective day to day management of the financial operations of the charity and ensuring compliance with regulations, policies and controls.
- Leading, managing and supporting the finance team you will be responsible for preparing the monthly management accounts and monthly financial reporting, supporting the wider ECHC team with the monthly monitoring and reporting of performance against budget.
- Leading the organisation's annual audit including the production of statutory accounts and being responsible for the filing of the accounts and submission of all financial, payroll, tax and regulatory documents.
- Managing the annual budgeting process, supporting budget holders with the development of the annual income and expenditure budgets and taking the lead on the development of the operational expenditure budget.
- Assist in the development of longer term financial and scenario planning
- Supporting the COO in all aspects of the strategic development of ECHC's financial management; by being responsible for the continual review of ECHC's financial policies, procedures, systems and processes to ensure they are in line with best practise, legislative and regulatory requirements and that they are working effectively for the charity. Through effective communication and coaching you will ensure staff across the charity are trained in and adhering to these policies and procedures.
- Attend Audit Committee and Grants Committee meetings, provide reporting and follow up actions as required by the Committee.
- Leading the organisation's management of funds and cash flow projections in support of the effective operation of ECHC against its organisational objectives.
- Providing line management for the Finance Co-Ordinator, Finance Assistant and Operations Lead, including regular support and supervision as well as performance reviews, objective setting and identifying learning and development needs to ensure staff are supported to undertake their roles
- Identify, develop and maintain relationships with ECHC's five identified groups of stakeholders, in particular engaging with suppliers, partners and influencers. Engage with the NHS and maintain a strong relationship with the hospital and its staff.
- Any other duties appropriate to the role and in line with the needs of ECHC.

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REQUIREMENTS	ESSENTIALS	DESIRABLE
<u>Education & Qualifications</u>	Recognised Chartered Accountant Professional Finance Qualification (ACCA/ICAS/CIMA) or equivalent with current accredited membership.	Additional qualification or membership of relevant, recognised professional body

<u>Experience & Knowledge</u>	<ul style="list-style-type: none"> ▪ Experience of managing a finance function within an organisation, including effective budget setting, monitoring and audit of income and expenditure including regular reporting and preparation of accounts. ▪ Experience in an organisational audit, and liaising with partners such as auditors and tax advisors. ▪ Experience in developing and implementing financial policies and procedures. ▪ Demonstrable experience of management capabilities and of collaborating successfully cross-functionally. ▪ Evidence of ability to thrive in a continually fast-paced, high-volume work environment with the ability to work efficiently and effectively, managing multiple tasks and prioritising accordingly, adapting to changing circumstances. ▪ Track record of a proactive, positive, solution focused approach to problem solving. ▪ Competence to build and effectively manage and maintain interpersonal relationships across the organisation and externally. ▪ Highly organised with excellent attention to detail and success in working accurately to tight 	<ul style="list-style-type: none"> ▪ Experience of managing the financial function of a voluntary organisation. ▪ Experience of a grant-giving organisation and the management of restricted and designated funds. ▪ Experience of working with fundraising teams and in projecting fundraising income. ▪ Previous experience of charity law in Scotland, OSCR and SORP. ▪ Working knowledge of Quickbooks or similar accounting software package. ▪ A good knowledge of staff management techniques e.g. one to ones, annual appraisal, objective setting. ▪ Experience of VAT and corporation tax. ▪ Good understanding of gift aid requirement. ▪ Fully conversant with the legislative and regulatory requirements in Scotland as they relate to ECHC.
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	<p>deadlines.</p> <ul style="list-style-type: none"> ▪ A communicator of the highest standard with well-developed verbal and written communication skills, including report writing and presentation. ▪ Positive individual with an obvious enthusiasm for the work of ECHC. ▪ A professional willing to convey the values of ECHC at all times. 	
<u>Additional</u>	<ul style="list-style-type: none"> ▪ A passion for the rights of children and young people, and the strategic aim and purpose of ECHC ▪ An ability to be empathetic and sensitive to the needs of ECHC's beneficiaries ▪ Advanced experience in the use of Excel ▪ Willing to occasionally work flexibly as the organisation requires ▪ Willing to undertake additional study or learning as required to fulfil this developing role 	