

LINK Finance and Office Manager



Scottish
Environment
LINK

JOB TITLE: Finance and Office Manager (maternity cover)
CONTRACT TYPE: Currently a fixed-term contract from June 2023 – June 2024
SALARY: £30,000, pro rata, depending on skills and experience
HOURS: Part time: 25 - 28 hours per week
LOCATION: LINK HQ, Perth with flexible home working
CLOSING DATE: Midnight 30 April
INTERVIEW DATE: 5 May 2023

Scottish Environment LINK is the forum for Scotland's voluntary environment community, with over 40 member bodies representing a broad spectrum of environmental interests with the common goal of contributing to a more environmentally sustainable society. We are a Scottish Charity and a Scottish Company Limited by guarantee core funded by Membership Subscriptions and by grants from Charitable Trusts, NatureScot and Scottish Government.

We facilitate change, build collaboration and support and enable partnership working to add value for the environment through leadership and engagement. As the voice for Scotland's environment, the LINK network exists to support their members in making change happen on the ground for a healthier environment, healthier societies, and a healthier planet.

Background to the Current Opportunity

This opportunity is a maternity cover for the current Finance and Operations Manager. Reporting directly to the Chief Officer, the role is ultimately be responsible for managing the financial administration of the organisation.

The Finance and Operations Manager provides effective support for the organisation on all aspects of finance ensuring that the function always runs smoothly. The successful candidate will have ultimate responsibility for the integrity of all financial records and accounting to include Accounts Receivable, Accounts Payable, expenses, cash, bank, journals, accruals/prepayments leading to financial reports.

They will also be responsible for driving all aspects of back-office operations to include: managing offices, coordinating the interface with IT support firm and supporting governance operations.

Key to success

The Finance and Operations Manager position is a role best suited to an individual who is looking for a part – time opportunity. The ideal candidate will also have excellent communication,

organisational and IT skills and be able to demonstrate initiative and a can-do approach to all aspects of the role. To be successful in this position, you must thrive on challenges and enjoy working in a busy, dynamic environment.

The successful candidate should be willing to carry out daily processing with a problem-solving mindset. They will be someone who can develop solutions and look to improve systems and processes whilst developing the accounting procedures for the organisation. They will assist in preparing the annual budget with the Chief Officer. This position will support the organisation in making the best decisions, achieving best value, and providing an added value service to all stakeholders both internally and externally.

The preferred candidate would be someone who has worked in an accounting focused role ideally with a non-for-profit background but candidates looking to move into this sector would also be considered.

This is an integral role in the organisation and will be highly visible which requires an individual who is organised, has excellent attention to detail, a strong technical background with a drive for success would thrive in this role.

A summary of the key candidate requirements and competencies are as follows:

- Highly numerate with experience in designing and managing integrated, multi-sheet financial workbooks
- Accustomed to considering the big picture of an organisation's role and ambitions in relation to its financial and other management systems needs
- Ability to plan and manage workload to meet agreed targets, and to meet deadlines
- Very good, interpersonal skills and demonstrable ability to maintain good working relationships in a team and with members
- Strong understanding of contemporary IT environment, options and applications.
- Computer literate with very good experience of MS Office (Excel, Word, Outlook, SharePoint and Teams), Sage,
- Strong communication skills, both orally and in writing

Job description

The purpose of the Finance and Operations Manager role is to manage the financial administration of the organisation including all records and processing; to manage offices, coordinating the interface with IT support firm and to support governance and LINK's Board.

Reporting directly to the Chief Officer, the successful candidate will be responsible for the following:

- Maintain a well-documented financial management process

- Maintain the financial ledger records, making appropriate recommendations on methods of recording and monitoring budgetary outcome
- Prepare, in liaison with Chief Officer, annual budgets for Board and Project Managers regarding core and project operations and maintain five-year financial projections for the organisation to ensure good, shared understanding of financial situation.
- Present quarterly financial reports to the Board and Project Managers. Provide training on financial systems to Trustees, as required
- Manage the financial transactions, cost recovery process for all unrestricted and restricted activities
- Be the main interface to external accountants, liaising with them to ensure Board is briefed on statutory financial requirements
- Liaise with the Treasurer and support the Board's Funding Subgroup (FSG) by providing budgetary information as required, including five-year projections and planning data, for review of membership subscription rates and other funding avenues, and by coordinating FSG meetings, minuting and following up meetings
- Support staff with budgetary projections for funding applications. Prepare regular budget reports for established funders, ensuring grant receipts
- Produce end of year accounting information for external accountants for annual account production and auditing
- Be the day-to-day interface with member representatives as well as potential member organisations on their current income levels and resulting subscription rates
- Deal with day-to-day banking operations (online), monitor reserves, and, in conjunction with Treasurer and Chief Officer, determine appropriate banking options.
- Produce invoices for payments due and monitor payments by creditors
- Administer the staff expenses, advising staff in relation, and petty cash systems
- Coordinate monthly staff payroll in liaison with payroll service providers
- Coordinate pension arrangements complying with legislation, administering monthly pension payments and being the main interface with pension provider and for staff inquiries.

Operations:

- Always administer and ensure efficient running of the Perth office (including equipment, layout) and support other staff in ensuring efficient running of Edinburgh premises.
- Support Chief Officer in providing HR services in relation to regular checks on legal compliance and standards; health, safety and well being; holiday and leave management
- Manage annual compliance with OSCR, Companies House and HMRC
- Be the main interface with IT support providers, encouraging a constructive relationship between staff and the company. This includes overseeing quality of service, escalating requests made by staff where appropriate, overseeing changes in the virtual environment and hardware and software, ensuring appropriate trouble-shooting arrangements are in place.

Terms and conditions

This is a part-time contract, subject to a probationary period of 8 weeks. Salary is £30,000, pro rata per annum, depending on skills and experience. LINK makes an employer contribution to employee personal pensions of up to a maximum of 8% of basic salary, complementing employee contributions. The pro rata leave quota is based on 25 days' annual leave and 10 public holidays per annum. The appointee may work the hours over shorter workdays Monday to Friday, or over, less longer work. On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed.

Please note CVs are not accepted, applications will only be accepted when made on our [Application form](#).

LINK is a Scottish charity SC000296 and Scottish Company Limited by guarantee under SC250899
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