



**Job Title:** Finance Manager  
**Organisation:** The Larder West Lothian  
**Reports to:** CEO  
**Salary:** £35,183 to £36,691 pro rata  
**Location:** Remote Working with some in person meetings  
**Contract:** Part Time 16 hours per week. The Larder is able to consider a range of employment status options, including employee, sole trader or company service provider. Preferred options will be discussed at interview.

### **Summary and main purpose of role:**

The Larder's vision is for a Scotland where everyone has the opportunity to reach their full potential regardless of the start that they have had in life. We use our social enterprise to enable young people, who have multiple complex barriers to reaching their full potential, to engage in learning that meets their needs and aspirations. We are a successful and expanding social enterprise with a passion and drive for high quality modern food to be available to all.

We are now seeking to appoint an experienced Finance Manager who has an understanding and passion for social enterprise as a means to creating more equitable communities and a fairer Scotland. We are keen to speak to people who can commit to living our values on a daily basis and promoting equity, diversity and compassion throughout the organisation. This post is central in supporting the return of our trading income and will require an understanding of and ability to manage a complex set of accounts with multiple income streams. Knowledge of charitable accounting is essential and experience of social enterprise is desirable.

The new Finance Manager will manage the organisation's financial activities, and this will include working with the Chief Executive and the management team, to shape the future of the organisation through an inclusive and engaging strategy.

As the organisation grows, there will be opportunities for the Finance Manager to support different areas using their expertise and perspective. It is important that they are an approachable and supportive team player, committed to the principles of social enterprise.

As a member of The Larder team you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent with our company ethos and focus. We are a small organisation and you must be able to connect with the wider team and contribute to all aspects of the business.

The Larder is a Real Living Wage employer and believes in a work place that is committed to supporting the health and wellbeing of all of its staff. We are committed to personal development for all staff and to the whole team being able to reach their full potential both in their professional and personal lives.

## **Main duties and responsibilities:**

### **Finance:**

- Ensure that appropriate financial policies and procedures are in place and in line with best practise, legislative and regulatory requirements.
- Oversee the day-to-day financial activity relating to cash flow, grants, investments, and other transactions electronically.
- Work as part of a team to set, monitor and review strategic forecasts and annual budgets
- Manage a small finance team.
- Produce regular management accounts and any other financial reports as required by the Chief Executive or Directors.
- Manage the timely production of audited Report and Accounts in liaison with contracted Auditors.
- Co-ordinate risk management processes and controls, including maintenance of the Risk Register.
- Ensure that all financial management is GDPR compliant.
- Manage financial aspects of contracts
- Manage all grants and ensure compliance with agreed spend.
- Work as part of team to submit competitive tenders.
- Contribute to team meetings
- Undertake additional project work as required

### **Team management:**

- Coach and mentor staff to develop a positive team environment which delivers against the strategic objectives.
- Motivate, support, manage and appraise staff.
- Ensure that the programmes and services offered by the organisation contribute to the organisation's mission and reflect the priorities of the Board.
- Oversee the planning, implementation, execution, and evaluation of day to day operational aspects of the organisation.
- Lead projects planning development and delivery.

### **In Association with Senior Colleagues:**

- Ensure that The Larder's mission is defined, agreed by the Board, understood, and acted on at all levels within the organisation.
- Ensure that the business plan, strategic priorities, and work plans are developed, reviewed, and delivered.
- Contribute to the strategic and operational planning, management, and service delivery.
- Represent the organisation on external Committees or Working Groups where appropriate.
- Prepare reports to and attend meetings of the Board and participate in The Larder working groups as deemed appropriate.
- Share learning and experience that will contribute to achievement of organisational objectives.

### **Managing Self:**

- Time manage self and be able to balance conflicting demands and tight deadlines.
- Work with line manager to create and take ownership of a CPD plan
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder

### Work complexity and creativity:

- The Finance Manager will work closely with the Chief Executive, the Chair and Board of Directors, to operate an effective strategy, making clear links into priorities of partners in all sectors.
- The Finance Manager will support the Chief Executive Officer to develop an innovative and imaginative approach to the changing needs and challenges that will arise from the ongoing development of The Larder and its projects and services, and the changing priorities of funders and in particular, the Scottish Government and Local Authorities.

### Standard Responsibilities for all positions in The Larder:

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post and other duties required to ensure effective and efficient operation of the centre.
- Comply with all Larder policies and procedures.
- The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

This role will involve working with others or being in sole charge of vulnerable children/young people and adults. The successful applicant will therefore be required to apply for a disclosure. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

### Benefits Include:

- Company pension contribution of 3% (currently under review)
- 29 days' annual leave (pro rata for part time staff)
- 2 staff wellbeing days each year
- Access to company health and wellbeing support
- Commitment to continued professional development

### Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications &amp; Training:</b>			
Financial Qualification		✓	Application Form and Interview
Educated to degree level	✓		Application Form and Interview

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Minimum 3-years spent working in third sector financial management.	✓		Application Form and Interview
Managing accounts with multiple funding sources including restricted and unrestricted sources and trading income.	✓		Application Form and Interview
Reporting to a board	✓		Application Form and Interview
Risk management	✓		Application Form and Interview
Working in a social enterprise and driving social change		✓	Application Form and Interview
Writing and supporting fundraising activities.		✓	Application Form and Interview
<b>Skills and Knowledge:</b>			
GDPR and relevant financial compliance.	✓		Application Form and Interview
Strategic thinker with experience working on organisational strategy with SMT.	✓		Application Form and Interview
Team management including mentoring and development.		✓	Application Form and Interview
Skilled with M/S Excel and financial modelling.	✓		Application Form and Interview
Strong communicator – written and verbal.	✓		Application Form and Interview

	Essential	Desirable	Method of assessment
Strong and proficient in Quickbooks, Sage or similar.	✓		Application Form and Interview
Knowledge of SORP accounting	✓		Application Form and Interview
<b>Attributes / Other Requirements:</b>			Application Form and Interview
Approachable and supportive.	✓		Application Form and Interview
Non-traditional in style (looking for laid-back but driven to do well) Absolutely must connect with the organisation and be passionate for the cause.	✓		Application Form and Interview
Creative thinker (idea generation essential in SMT) to help new thinking across the organisation.	✓		Application Form and Interview
Team-player who is focused on goals of the organisation and being part of the success.	✓		Application Form and Interview