

STRATHERRICK AND FOYERS COMMUNITY TRUST

Contract Role: **Finance Manager**

Accountable to: **Chief Executive Officer**

Responsible to: Stratherrick and Foyers Community Trust Limited

Salary: £60k pa FTE pro rata based on hours

Hours of work: between 12 and 15 hours per week

Location: Remote or hybrid at The Wildside Centre, Whitebridge, IV2 6UN

Notice period: This is a permanent senior position and 3 months notice period applies.

Stratherrick & Foyers require a part-time (12 to 15 hours per week) Financial Manager to join our small team, based in the Wildside Centre in Whitebridge, Inverness. Specifically, this role will focus on ensuring sound financial management and compliance through accurate budgeting, reporting, and financial planning, thus contributing to the sustainability and efficient operation of the Trust and our community services, projects and activities. [This role works closely with the Trust Bookkeeper.](#) The role can be home based with occasional visits to our office at Whitebridge. Experience of QuickBooks would be an advantage, but training can be given.

KEY TASKS

Job Duties and Accountabilities

1. Prepare budgets and forecasts for both accounting and cash.
2. Prepare monthly cashflow reporting and report to the SFCT Board.
3. Prepare quarterly management accounts and reports for the SFCT Board.
4. Prepare Annual Returns for main community benefit Funders.
5. Work with the SFCT external accountants to complete Annual Accounts
6. Manage and monitor cash flow.
7. Ensure effective financial procedures and controls are in place and that the SFCT financial policies are being followed.
8. Maintain all bank accounts, ensuring that proper records are kept.
9. Oversee all financial transactions and provide cover for bookkeeper during leave; ie prepare and complete payment runs and payroll, including ensuring all payments are fully bank authorised
10. Manage and support the Bookkeeper in their day-to-day tasks and provide guidance and support as necessary.
11. Prepare and review financial policies as required.
12. Provide support and guidance to SFCT staff for project budgets and external funding claims.
13. Review SFCT insurance covers and liaise with the external broker to ensure all covers required are in place.
14. Liaise with Trust external accountants concerning payroll matters in the absence of the Bookkeeper
15. Liaise with Trust Financial Advisors concerning investments.
16. Liaise with main community benefit funders.
17. Attending Trust meetings if required.
18. Ensure complete confidentiality of all Trust documentation.

Required Skills, Experience and Competencies

Essential

- A minimum of five years post-qualifying experience
- Ability to plan, prioritise and organise work activities, meeting deadlines while working to a high degree of accuracy
- Logical and diligent with attention to detail.
- Confident user of MS Office software packages.
- Experienced user of accounting software/systems.

- Experience of budget preparation, forecasting, and financial analysis.
- Ability to establish confidence, credibility and trust
- Highly developed analytical skills
- Strong written and oral communications skills and an ability to deal effectively with queries and provide advice
- Ability to communicate complex financial information to non-financial stakeholders.

Desirable

- Knowledge and experience of working within the public sector, charity, or third sector.
- Understanding of community development trusts or similar types of organisations.
- Experience of treasury management.
- An understanding of capital gains tax on investments.
- Experience of using Quickbooks

Qualifications Required

- Fully qualified CCAB or CIMA accountant

If you would like further information or an informal discussion about the role, please contact:
Jewels Lang email: ceo@sfctrust.org.uk