Role details

|  |  |
| --- | --- |
| Title: | Finance Manager |
| Directorate: | Finance and Compliance |
| Role reports to: | Head of Finance  |

Role purpose – overview

|  |
| --- |
| Zero Waste Scotland exists to lead Scotland to use products and resources responsibly, focusing on where we can have the greatest impact on climate change. Using evidence and insight, our goal is to inform policy, and motivate individuals and businesses to embrace the environmental, economic and social benefits of a circular economy. We are a not-for-profit environmental organisation, funded by the Scottish Government and European Regional Development Fund.The Finance Manager sits within the Finance and Compliance Directorate and is responsible for the provision of efficient and effective finance business partnering to the organisation, providing professional leadership, managing the finance team and ensuring that delivery is timely and accurate, and consistently exceeds business and customer needs. |

Core accountabilities

|  |
| --- |
| * Provide a comprehensive finance service to all customers across the organisation which exceeds business demands and complies with statutory and funding requirements
* Embed a culture of continual improvement within the finance function, leading on agreed improvement workstreams and proactively seeking opportunities to drive further improvement, at all levels
* Lead on the preparation of annual and multi-years budgets, effectively consulting with stakeholders to drive value for money and targeting of resources on strategic priorities
* Oversees the quality of all financial reporting in the team and leads on the preparation of Zero Waste Scotland portfolio financial reports, including, monthly management accounts, monthly Scottish Government reporting and Portfolio Board reports
* Ensures that the finance function works closely and effectively with the Project Management Office and that finance provides effective support to Outcome Boards and the respective SROs
* Ensure adequate internal financial controls are designed and operational across the finance function to mitigate the risk of fraud and error and manage risk within acceptable tolerance levels
* Oversight of monthly cashflow statements, ensuring optimised management of the organisations cash position
* Oversee the production of the statutory financial statements to agreed standards and deadlines, including detailed review of any complex or subjective areas
* Ensure compliance with legislation and requirements of funders ensuring adequate insurance arrangements are in place, and timely completion of other statutory returns
* Act as the lead liaison point for internal and external audit, ensuring that they have appropriate access to the organisation and underlying records and that agreed recommendations are implemented in a timely basis
* Oversee the quality of all finance activities across the organisation, equipping the team to effectively partner the business and providing direct support within more complex or material areas
* Line manages the Finance team providing guidance, support, development and performance management, as appropriate.
* Deputising for the Head of Finance whenever necessary and any other reasonable duties, as required.
 |

Core organisation competencies

|  |
| --- |
| **Adaptable to change**:Responds and behaves positively to change, identifies and acts upon new opportunities. |
| **Building relationships:**Proactively develops internal and external relationships acting as an advocate and generating momentum for achieving Zero Waste Scotland’s goals |
| **Personal commitment**:Demonstrates commitment, energy and enthusiasm for achieving challenging goals. |
| **Teamwork:**Encourages and develops cross-functional working and builds teams based on results to be achieved. |

Specific competencies

|  |  |
| --- | --- |
| Achieving Targets  | Analysis & Decision Making |
| Influencing and Negotiating | Commercial Awareness |
| Stakeholder Management | Planning and Organising |
| Quality Focus | Strategic Thinking |

Organisation Culture and Values

|  |
| --- |
| **Pioneering:**Seeking out and responding to new solutions, showing an appetite for new ideas, being bold and challenging the status quo, challenging ourselves to improve |
| **Collaborative:**Partnering with others (internally and externally) to deliver our vision, respecting abilities and opinions, creating teams, internally and externally, which bring together the best resources, understanding the most effective role we, and others, can play to achieve success, using our knowledge to create persuasive and convincing calls to action for others to follow |
| **Focused:**Intentionally choosing the right things - selecting initiatives and activities which have the greatest impact, learning from our experiences and mistakes to improve future activities, gathering feedback on how we are reaching our goals and using this to inform our actions, leveraging our knowledge to make a difference, using analysis and insights to make decisions, take action, engage others and provide solutions, engaging others and providing solutions; and |
| **Authentic:**Being true to ourselves, leading by example through our own behaviours and corporate actions and policies, communicating with honesty and openness, holding ourselves and others to account regardless of hierarchy, committing to professionalism and high standards |

Job essentials

|  |
| --- |
| * Professionally qualified accountant with recognised institution (CCAB or equivalent) with relevant and demonstrable experience
* Strong management and team working skills, with high levels of self-motivation and flexibility and the ability to motivate others
* Ability to lead by example consistently providing good advice, setting direction and influencing others to adopt necessary behaviours
* High level of numerical ability and attention to detail
* Excellent interpersonal, written communication and presentation skills
* Strong planning, organisational and project management skills
* Ability to build positive working relationships with stakeholders
* Experience of developing budgets, business cases and planning.
* Strong working knowledge and ability to utilise standard finance systems
* Excellent working knowledge of the Microsoft suite of software with advanced capabilities in Microsoft Excel
* The ability to maintain exemplary levels of confidentiality and discretion in the handling of sensitive data and information.
* Experience of putting in place robust financial processes, procedures and internal controls;
 |

A

Desirable Experience

|  |
| --- |
| * Exposure to similar project based, grant funded organisations
* Development of core financial systems
* Track record of demonstrable continuous improvement
 |

Role dimensions

|  |  |
| --- | --- |
| Management impact | * Accountable and directly responsible for the line management of all employees within the area of responsibility;
* Accountable and directly responsible for the indirect management of contractors.
 |