



## THE ROYAL HIGHLAND AND AGRICULTURAL SOCIETY OF SCOTLAND JOB DESCRIPTION

Job Title:	<b>Finance Director</b>
Department:	Finance
Date Compiled:	July 2022
Responsible to:	Chief Executive
Engages with:	Chief Executive, Directors of the Society, Senior Management Team and external stakeholders.
Hours per week:	40 hours (0900 – 1700) inclusive of one hour paid meal break per day.

### **The Society:**

Since 1784, The Royal Highland and Agricultural Society of Scotland (RHASS), has been the respected standard-bearer for the farming and rural industry in Scotland. With around 15,000 members, its key remit is to promote Scotland's land-based and allied businesses. A registered charity, the Society plays a pivotal role in the creation of a better understanding of the management of Scotland's land and rural resources.

RHASS is also known for its delivery of the Royal Highland Show. The Show is one of Scotland's most iconic events, showcasing the very best of farming, food and rural life. The four-day event offers fun for all ages, getting up close to the country's top quality livestock, tasting exceptional food & drink and experiencing rural living at its most vibrant. Held annually, in June at the Royal Highland Centre in Ingliston, the event attracts over 1,000 exhibitors, 4,500 head of livestock and up to 195,000 visitors; with large numbers coming from the rest of the UK and Ireland and many visitors from overseas.

RHASS has three subsidiary organisations: Highland Centre Limited, a trading company managing Scotland's largest indoor & outdoor venue; the Royal Highland Education Trust (RHET), which aims to provide the opportunity for every child in Scotland to learn about food, farming and the countryside and the Royal Highland Society Development Trust, which is an independent charity set up to manage investments, primarily for the benefit of RHASS.

### **The Position:**

This leadership role has been developed to reflect a shift in emphasis of the finance function from safe and effective operational financial planning, monitoring and reporting to developing and enhancing the decision-making and long term strategic development of RHASS and its subsidiary companies and to help develop the wider industry through greater charitable impact.

As a key member of the Senior Management Team (SMT), working closely with the Chief Executive and Board, you will provide forward thinking financial leadership, supporting the delivery of RHASS's substantial strategic growth ambitions.

You will lead on the development of the finance directorate and advise the CEO and Board of Directors on financial and resource matters, fostering a culture of financial responsibility, ensuring value for money and that robust systems of control and financial governance are in place.

With substantial experience of leading at a senior level in a finance function, ideally with strong charity experience, you will be a fully qualified Accountant (ACA/ACCA/ACMA, CIPFA).

**Key responsibilities:**

- Lead the strategic planning and financial management of the Society and its subsidiary companies
- Take the lead on financial accounting and reporting
- Effectively manage the Society's invested portfolio (in property, cash, equities and bonds) investigate and recommend new opportunities and strategies for asset utilisation and growth
- Management reporting, forward planning, budgeting/forecasting, ad hoc analysis for the Board of Directors, Committees and Senior Management Team
- Develop and maintain financial systems, procedures and internal controls
- Develop, invest in and lead the Finance team and their capabilities to deliver greater value to the organisation
- Ensure legal and regulatory financial compliance in relation to charity and company law

**Main Duties**

- Prepare annual consolidated group accounts after audit
- Plan and co-ordinate the annual audit and prepare annual accounts
- Prepare annual tax computation
- Lead on preparing, collating and co-ordinating annual budget and forecasts.
- Prepare, develop and continually improve monthly management reports and dashboards
- Prepare monthly cash flow forecasts for the financial year
- Prepare figures for the Annual Returns for Companies House and OSCR, liaising with the Society Secretary
- Prepare VAT Returns
- Manage contracted services and Service Level Agreements
- Safeguard the Society's charitable status through a comprehensive knowledge of relevant law, guidance and best practice.
- In conjunction with brokers, ensure that the Society carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities.
- Prepare and present timely and accurate Board reports and financial information

**Qualifications and key skills**

- Strong commercial acumen and strategic business knowledge and an interest in entrepreneurial growth opportunities
- Excellent interpersonal skills, confidence to present to the Board of Directors and the ability to persuade and influence at all levels
- Committed, enthusiastic and able to use initiative and innovation to drive the business forward
- Excellent numeracy, robust accounting knowledge and a sound knowledge of the Microsoft system. Excellent working knowledge of digital accounting systems
- Significant experience of managing budgets and applying accounting rules and preparation of Financial Accounts
- Experience of developing and managing individuals and teams
- Demonstrable management and organisational skills
- Demonstrable success in leadership of financial management, budgeting, credit control, debt management and month end and year end processes

**Benefits:**

- Annual holiday entitlement starting at 20 days per annum, in addition to 10 public holidays and up to 4 discretionary Directors days to be taken between Christmas and New Year.
- Contributory pension scheme under which the Society contributes 10% of basic salary on the provision that you contribute 6%.

**You will be required to pass a Disclosure Check.**