



# Head of Finance and Central Services

**Job pack**

# Welcome

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give thousands of 4-25-year olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

We make a big difference. You could too.



## Our values

**Integrity**

**Respect**

**Care**

**Belief**

**Cooperation**

## Our plan to prepare better futures in Scotland 2018-2025

### Our vision

By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.

We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

### Our mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

### Our values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

### Our goals

By delivering this plan we will achieve the following goals against our four objectives:

#### Growth

- 5,000 more young people
- 1,000 more Section Leaders (including Assistant Section Leaders)
- 200 new Sections
- 500 more Young Leaders

#### Inclusivity

- Scouting membership reflects society in Scotland, especially, but not exclusively, in areas of deprivation, remote and rural areas and in new communities

#### Youth Shaped

- Young people shaping their Scouting experience, with 50% of Groups and 75% of Districts and Regions earning Youth Approved Awards

#### Community impact

- 50% of youth members taking part in community impact project
- 50% of young people achieving top awards.

## Our three pillars of work

To support the Movement to achieve these objectives, we will focus on three pillars of work

### Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple tools.

### People

Scouting will be delivered to more young people from different backgrounds by more, well trained, better supported, motivated adult volunteers from different backgrounds.

### Perception

Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today

## Our Regrowth Strategy

Following the pandemic, we have created a Regrowth Strategy to bridge back to our Skills for Life plan. We will:

**Provide support and direction for the delivery of quality Scouting in communities across Scotland;** to make sure we provide resources that support and develop young people and volunteers, expand resources to support a dynamic and attractive programme and embed outdoor and adventure as an integral part of our programme.

**Champion membership recovery and growth;** promote resources that support local Scouting recovery, target new opportunities for membership growth and focus on improving the perception of Scouting with key audiences.

This is underpinned by a charity that is sustainable through sound financial decision making, a commitment to environmental responsibility, strong governance and well-managed programmes of work. All delivered by skilled and motivated staff and volunteers.

# Our Impact

We know that Scouting will be needed more than ever as we recover from this pandemic. Young people are facing a crisis in mental health and loss of skills through prolonged lockdowns. The work that we do is vital to thousands of young people across Scotland.

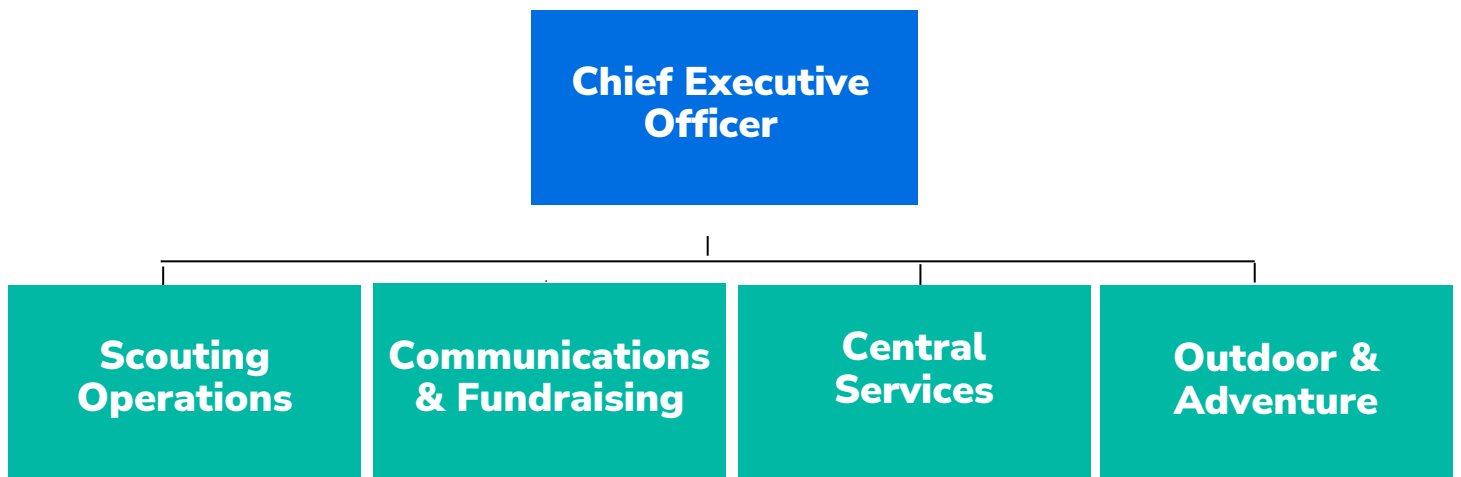
Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week, throughout the UK, almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

We're focusing on recovery and regrowth following the pandemic, making sure that our volunteers and young people have the support that they need.

Our Skills for Life strategy supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

# Our Structure

Our Headquarters operation is based at Fordell Firs, just outside Dunfermline and we have three Scout Adventures Centres across Scotland. We have staff based in offices, at the centres, and working from home. Operationally we work in four teams:





# Core Purpose

Do you know charity finance inside and out? Do you get a buzz from helping others to understand it too? Do you want to work with a fab team in a beautiful location with trees, wildlife, and young people developing skills for life outside your office window? You might just be exactly who we're looking for.

You'll be a professionally qualified Accountant with knowledge and experience of charity accounting. You'll provide senior financial counsel to the Senior Leadership Team, work closely with our volunteer treasurer and have credibility to advise our Trustees. You'll be a people leader, experienced at managing and motivating staff.

You'll make sure that financial reporting is carried out to a professional standard and in line with OSCR charity and statutory regulations for finance. You'll provide advice and guidance to budget holders and work with senior managers to provide accurate information so we can make the best decisions.

Your accounting experience will include producing management accounts, analysing across budgets, technical and analytical skills, and you'll be used to working at a strategic level. You'll be a qualified accountant. You will have experience of Xero, management accounts preparation, year-end accounts preparation, budgeting, VAT returns and knowledge of accountancy processes, statutory requirements and charity regulations in Scotland.

We're a charity and membership organisation. You'll be passionate about the work we do helping young people to become the best they can be. You will enjoy forming relationships and working with our amazing volunteers and always on the lookout for where we can make the biggest difference.

## Overview

- Make sure all financial reporting and forecasting is carried out to a professional standard and in line with OSCR charity and statutory regulations.
- Provide senior financial counsel to the Senior Leadership Team and have credibility to advise our Trustees. Provide advice and guidance to budget holders and provide accurate information to aid effective decision making.
- Be responsible for day to day financial management and take responsibility for, and ensuring adherence to, internal controls, processes and procedures.
- Manage staff, making sure the right culture, skills, knowledge and experience are present to deliver in line with our goals, objectives and values.
- Take on any other reasonable tasks related to our strategy or maintaining a positive image of Scouting.

# Key Tasks

## Finance

- Make sure all financial reporting and forecasting is carried out to a professional standard and in line with OSCR charity and statutory regulations.
- Be responsible for day to day financial management and take responsibility for, and ensuring adherence to, internal controls, processes and procedures.
- Maintain all financial records and accounts including income collection and payment.
- Manage the collection of annual membership subscriptions from Scout Regions and work with UK Scouts HQ on related matters.
- Manage cash flow and banking arrangements liaising with financial institutions.
- Manage the supplier payment process
- Manage the payment of salaries, PAYE, pensions.
- Take responsibility for reconciling the full balance sheet
- Review of quarterly VAT returns
- Prepare monthly financial reports and provide to budget holders and Board committees including analysis against budget.
- Assist our external partner in the preparation of year-end accounts and liaise with the auditors
- Undertake some Company Secretary functions relating to filing with OSCR and other statutory bodies.
- Work with Senior Leadership colleagues and other budget holders to prepare annual budgets
- Make sure there is efficient administration on financial matters relating to bookings for Scout Adventures Centres.
- Arrange and administer insurance policies for Scouts Scotland HQ and Scout Adventures Centres and handling of claims.
- Administer various designated and restricted funds.
- Provide practical assistance to staff and volunteer colleagues with budgeting and financial matters.
- Prepare and deliver relevant financial training for colleagues. Make sure training on financial policies are up to date and appropriate records are kept.
- Provide advice to the wider Scottish membership on matters relating to financial administration and insurance.
- Ongoing monitoring of processes to ensure that the Scouts Scotland Financial Policies are complied with.

## Leadership

- Play an active role within the Senior Leadership Team and work collaboratively with staff and volunteer colleagues to deliver the Scouts Scotland Strategic Plan and work plans in line with Scouts Scotland's goals, objectives and values.
- Manage the central services staff, ensuring the right culture, skills, knowledge and experience are present with particular emphasis on their professional growth and development.
- Make sure that regular feedback is provided to team members including 121s, team meetings and annual performance reviews.
- Lead and direct the activities of the finance team to make sure delivery of day-to-day finance functions and timely reporting of financial results.
- Lead and direct the activities of the customer services team to deliver day to day administration functions including HQ facilities and HR administration.
- Attend Trustee Board, Business Committee and other Committee meetings as necessary, which take place out of hours.
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their line manager.

# The person we are looking for

You'll be a professionally qualified accountant with knowledge and experience of charity accounting. You'll provide senior financial counsel to the Senior Leadership Team, work closely with our volunteer treasurer and have credibility to advise our Trustees. You will be a people leader, experienced at managing and motivating staff.

## Knowledge and Experience

- Qualified Accountant (E)
- Knowledge and experience of charity accounting at a senior management level. (E)
- Experience of line management (E)
- Experience of producing management accounts, analysis against budgets and forecasting.
- Experience of Year End Accounts preparation
- Experience of Budgeting
- Experience of Xero, databases, Microsoft excel
- Experience of VAT and Tax returns
- Knowledge of accountancy processes, statutory requirements, VAT requirements for charities, charity regulation in Scotland.
- Experience of, and understanding of the voluntary sector.

## Skills and Abilities

- Confident and credible to senior stakeholders
- Ability to lead and happy to play your part in a hard-working team
- Friendly and enjoy working with lots of people from different backgrounds and experiences
- Can work easily with others to set realistic goals and achieve them
- Ability to work, plan and prioritise under pressure – you can multi task and meet strict financial deadlines.
- Proactive with the ability to adapt to changing circumstances and priorities whilst maintain high levels of customer service.
- Good communication skills including writing reports and procedures, ability to communicate with budget holders and to explain financial matters and presentation skills.
- Data analysis and interpretation skills



## Values and Personal Qualities

- A passion for the aims and values of Scouts Scotland
- Open, confident and willing to challenge constructively, and take feedback.
- Stay up to date with the knowledge and skills you need to do your job well
- Happy to work occasionally during the evenings and weekends
- Not being barred from membership of The Scout Association



# Summary Terms and Conditions

<b>Title:</b>	<b>Head of Finance and Central Services</b>
<b>Contract:</b>	Permanent
<b>Salary:</b>	£40,000 - £50,000 per annum (dependant on skills and experience)
<b>Pension:</b>	A contributory pension scheme is available. Contribution rates are 7% of salary from the employer and a minimum of 5% from the employee.
<b>Hours of work:</b>	35 hours per week. We are happy to talk flexible working.
<b>Location:</b>	Scouts Scotland HQ, Fordell Firs, Hillend, Dunfermline
<b>Holiday:</b>	25 days a year, rising incrementally to a maximum of 32 days after 8 years, plus 9 bank holidays.
<b>Extra holidays:</b>	We close during the Christmas and New Year holidays, which means you get 3 days of extra leave.
<b>Benefits:</b>	We offer a wide range of family and carer friendly benefits to support work life balance including, but not limited to flexible hours, paid leave for volunteering and public duties, additional leave for long service.

# How to apply

## Key dates

- The closing date for applications is **9am on Monday 14 November 2022**
- Interviews will be held on **Friday 18 November 2022**

## Process

Please make sure you read the person specification section and then upload a CV and covering letter (in one document) explaining how you meet the role criteria in no more than 600 words. Your document should be uploaded by **CLICKING HERE**

## Further information

If you require any further information about the process or the role, please contact Debbie Shields or Kate Kennedy at our recruitment partners, Aspen People, on 0141 212 7555.

We want our application and interview process to be as inclusive as it can be so if you have any special requirements or would like to submit your application in an alternative format please let us know and we will do our best to accommodate this.

We recognise that we achieve more with a talented group of diverse individuals, who bring different experiences and perspectives that enable us to represent the full diversity of our Movement and society. Despite all of this we know that we're not as diverse as we'd like to be as a workplace and we're actively working to change that. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.



Scouts Scotland is a registered Scottish Charity No. SC017511