



## UNITY JOB DESCRIPTION

<b>Job Title:</b>	Head of Finance & Corporate Services
<b>Location:</b>	Glasgow
<b>Contract Type:</b>	Full time, permanent
<b>Salary &amp; Benefits:</b>	£46,792 + 5% pension contribution
<b>Supervisor:</b>	Chief Executive
<b>Supervisee(s):</b>	Finance & Governance Coordinator, Finance & Admin Coordinator, HR & Development Coordinator, Spoon Café Manager

### Role Purpose:

The Head of Finance & Corporate Services leads the day-to-day management of Unity's including finance, governance and HR functions. The Head of Finance works closely with the Chief Executive and Board of trustees to develop the strategic direction of the charity and implement the annual business plan and budget, ensuring the charity remains in a strong financial position at all times. They oversee learning and developing within Unity, fostering a culture of continuous professional growth amongst staff, as well as a comprehensive suite of HR systems, policies and procedures. They also ensure that the charity is compliant with all legal and statutory requirements.

### Key Responsibilities & Accountabilities:

- Cultivate a positive culture in line with Unity's values where staff are supported and developed, leading by example at all times.
- Responsible for the day-to-day financial oversight of Unity, overseeing financial and management accounting, cashflow, banking, payroll, invoicing, payments, investments and all other monetary activities.
- Responsible for advising the Chief Executive and Board of Trustees on governance matters, ensuring the charity is compliant with it's legal and statutory duties at all times.
- Accountable for Unity's HR function, managing internal systems and processes for the effective coordination of absence management, staffing levels, recruitment, training and development.
- Responsible for oversight and operations of Unity's social enterprise, Spoon Café.



- Act as Unity's primary point of contact with finance-related stakeholders including our bank, independent auditors, HRMC, insurers, utility providers and others as required.
- Responsible for developing organisation and departmental budgets in line with the annual business plan, involving staff from across the organisation in this to ensure accuracy and engagement.
- Responsible for the production of monthly management accounts, demonstrating variances against budget and cash flow projections, proposing strategies to address these and maintaining compliance with Unity's accounting policies.
- Accountable for Unity's compliance with GDPR regulations as the charity's designated Data Protection Officer.
- Responsible for appropriate policies, procedures, systems and training to ensure Unity, its staff and service users operate in an environment that is fully compliant with Health and Safety regulations.
- Accountable for ensuring Unity submits timely and accurate returns for VAT, PAYE and any other statutory reporting requirements.
- Responsible for leading preparations for the annual financial audit and liaising with Unity's external auditors.
- Responsible for presenting financial data, analysis and modelling to the Unity Board of Trustees, Finance Sub-committee, external and internal stakeholders.
- Play an active role in developing Unity's long-term strategy and annual business plan, and ongoing oversight of Unity's operational performance and effectiveness as a member of the senior leadership team.
- Support the identification of potential funders and preparation of funding applications.
- Maintain a sound understanding of charity finance best practice.
- Undertake such other work to support Unity as agreed by the Chief Executive.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	HOW TO BE MEASURED
<b>QUALIFICATIONS</b>		
Bachelor's degree in finance, accounting, or related field.	E	Proof of award
Recognised professional Leadership qualification. (ILM, CMI, etc)	D	Proof of award



Driving licence	E	Presented at Interview
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
A minimum of 10 years' experience in a senior finance position, ideally within a charity setting.	E	Application /Interview
Detailed knowledge of financial and management accounting principles and Charities Statement of Recommended Practice (SORP)	E	Application /Interview
Experienced in the preparation of statutory accounts and the external audit process	D	Application /Interview
Excellent IT skills including Excel & SAGE	E	Interview/ Assessment
Experience of resource allocation and management.	E	Interview
Experience of effectively managing resources and budgets, as well as experience of delivering long term financial sustainability and value for money.	E	Interview
Experience of HR, training and development	D	Application/ interview
Experience of growing a social enterprise	D	Application/ interview
Knowledge of organisational responsibilities for Health and Safety, GDPR and governance.	D	Application/ interview
Detailed understanding of the third sector in Scotland	E	Interview
<b>SHARED VALUES AND BEHAVIOURS</b>		



<b>Equality</b> We welcome everyone, and everyone will be treated equally.	E	Interview
<b>Inclusion</b> We all flourish when we feel included and involved. We do our best work by recognising the skills and contributions of everyone – valued people do great things!	E	Interview
<b>Honesty</b> We will always be honest in the way we work and communicate with others. If we get it wrong, we will say so, and do better by learning for next time.	E	Interview
<b>Fairness</b> We will always aim to make decisions that are fair and just.	E	Interview
<b>Bravery</b> Sometimes we have to try things without knowing how or if it will work out. We will always give something a go if we think we can make a positive impact.	E	Interview
<b>Respect</b> We will respect ourselves and each other. This is important for us as a team, but also helps us to build great relationships with others and make the best contribution we can.	E	Interview
<b>Kindness</b> Because it's important and makes such a difference.	E	Interview
<b>SKILLS &amp; ATTRIBUTES</b>		
A strategic thinker who considers the long-term impact of plans, actions, and decisions	E	Interview
A solid understanding of financial management and accounting	E	Interview
A high level of interpersonal, communication (verbal and written) and influencing skills	E	Application & interview



Proficient in the use of technology and an understanding of the role it can play in enhancing the delivery of services	E	Interview
The ability to communicate financial information and recommendations clearly and effectively to non-financial stakeholders, including executives managers and Trustees	E	Interview
The ability to think critically and strategically about the organisation's financial goals and to develop and implement financial strategies that align with the organisation's overall business strategy.	E	Interview