

JOB DESCRIPTION



Job Title:	Finance Manager
Responsible to:	Director of Finance
Responsible for:	Finance Officers
Location:	Elmbank Crescent

Main purpose of job

To work with the Director of Finance to support the Scottish Opera Group in achieving its objectives by providing accounting and related information services.

Be responsible for the financial and management accounting duties undertaken by the Finance Team, effectively line managing the team within the Payroll and Finance Function. Provide support and advice, and implement change to improve current working practices and deliver financial and operational efficiencies. In collaboration with the Director of Finance, take a strategic overview of the department and implement plans that will achieve objectives.

Key areas of responsibility

- Produce the monthly management accounts for the Scottish Opera Group.
- Adjust the format of the management accounts, when necessary (in agreement with the Director of Finance) and ensure that the information is distributed accordingly.
- Ensure that all financial month-end reconciliations are completed correctly and are fully documented.
- Maintain complete and accurate management accounts working papers.
- Devise, document, and implement month-end and sign-off procedures.
- Administer all payments according to the applicable contractual terms and conditions.
- Ensure that the company's cash flow is managed properly.
- Ensure that credit control procedures are properly applied.
- Ensure that any surplus funds are utilised to maximise interest income.
- Liaise with all relevant staff in accounting procedures (e.g. Timesheet completion)
- Review and document the accounting and management information systems and controls.
- Assess the management information need of senior management and other budget-holders and implement systems/reports to provide timely information.
- Produce all supporting documentation for the auditors on time and in format to maximise the efficiency of the audit and keep costs to within budget.
- Complete statutory and regulatory returns on time (e.g. VAT returns, Charity returns and Statistical Returns).
- Implement system changes to ensure that strong internal controls are in place and are applied, in particular, authorisation level and checks.
- Assist and advise the Director of Finance on the identification of accounting system software upgrades and any additional system requirements.

Key areas of responsibility (cont.)

Management

- Manage the Finance Officers; support them to ensure all accounting requirements are completed accurately and on time.
- Manage, motivate, appraise and provide personal development to the finance team members.
- Hold regular team meetings and allocate work as required.
- Attend Finance Committee and Board meetings as requested by the Director of Finance.

Person specification

The ideal candidate for this role must be able to demonstrate:

Knowledge & Experience

Demonstrable experience of managing an accounts office, processing computerised books of prime entry (Sales & Purchase Ledger, Cash Book and Payroll) as well as an E-Purchase Order processing system

A minimum of 5 years' experience of working in a complex financial environment

Have practical experience of working in a company that utilises jobs costing and reporting

Confident and comfortable managing and motivating a team in an ever-changing environment

Must be able to work in an environment where systems are changing and evolving

Excellent understanding and knowledge to implement and maintain effective systems of internal controls

Must be thorough, accurate and comfortable when working to achieve tight deadlines

Possess a thorough knowledge of statutory reporting requirements for limited companies

Have a knowledge of the reporting obligations for Charities

Possess a good working knowledge of payroll, pension and VAT legislation

Practical Skills

A good working knowledge of processing a weekly timesheet payroll
Computerised accounting skills
Experienced user of Windows based spreadsheet products, on-line banking systems, and Microsoft Office
Leadership and team-building skills
Strategic thinking capability
Organisational skills
Presentational skills
Work planning and monitoring
Must have strong interpersonal and communication skills, oral and in writing
Numeracy, acute attention to detail and neatness
A positive, proactive and flexible approach, has resilience
Willingness to share skills and experience and to coach managers on financial processes

Qualifications or Training Requirements

Recognised professional accountancy qualification preferred with 5 years post qualification experience

General Terms and Conditions

Hours: Standard Hours are Monday – Friday inclusive, 9.30 a.m. to 5.30 p.m. with 1 hour unpaid lunch break.

However, the post holder will be expected to work such reasonable hours as the needs of the post demands. Payment of overtime is not applicable to this post.

Annual salary: Circa £32,000 per annum depending on experience

Holiday entitlement: 25 days per annum plus 10 public holidays

Probationary period: 3 months

Pension: You will be automatically enrolled into the pension scheme and you will contribute 4% of salary, the Company contributes 8%.