



## Job details

Job title:	Finance Manager
Reporting to:	Chief Executive
Location:	23 Dalmeny Street, Edinburgh, EH6 8PG
Employer:	Citizens Advice Edinburgh, 58 Dundas Street, Edinburgh, EH3 6QZ
Salary:	£18,000 (£30,000 per annum, pro rata)
Benefits:	25 days annual leave and 10 public holidays <b>pro rata</b> and a 7% employers pension contribution
Hours:	<b>21 hours per week</b>

## Recruitment process:

Applications: To be submitted by 22:00 on Thursday 25 January 2024

Interviews: Week commencing Monday 29 January 2024

Applications to be submitted by e-mail to Benjamin Napier, Chief Executive at:

[benjaminnapier@cabedinburgh.org.uk](mailto:benjaminnapier@cabedinburgh.org.uk)

## About Citizens Advice Edinburgh

Citizens Advice Edinburgh is one of the city's most established and respected charities. We have been providing free, confidential, independent and impartial service to the citizens of Edinburgh for over 80 years. We provide advice on a wide range of issues including:

- Debt and money
- Welfare Rights
- Consumer issues
- Immigration
- Employment and workforce problems
- Housing
- Relationship and family issues
- Discrimination
- Health services

- Legal rights & responsibilities

The Finance Manager is an integral part of our team. Working as part of the senior management team and members of our Board of Trustees, they help to set budgets, agree strategic priorities and manage the charities finances on a day to day basis.

For a full overview of all our services and current work, please visit our website at: [www.citizensadviceedinburgh.org.uk](http://www.citizensadviceedinburgh.org.uk)

## **Job description**

### **Summary of Role**

The Finance Manager is responsible for overall management of the finance function across our services, including 4 fixed Bureau Locations and a number of outreach sites and fixed term projects. The role involves the preparation of accurate, timely and appropriate financial information for the Board and senior management team, together with delivery of financial procedures to ensure smooth delivery of services and efficient use of resources.

#### **1. Overall responsibility for finance**

- Ensure that the charity's funds are used appropriately and in line with the stated charitable aims and objectives
- Ensure financial procedures are implemented, reviewed and updated as appropriate
- Responsible for project and restricted funding being properly accounted for and communicated to funders
- Management of cash-flow to facilitate ongoing operations
- Keep appropriate accounting records for audit purposes
- Assist in any audit processes that may be carried out in the office

#### **2. Preparation of accounts and financial information**

- Preparation of monthly management accounts and cash-flow statements
- Preparation, along with the auditors, of statutory report and accounts
- Provision of financial information to the Board and senior management team to allow informed decision making and proper risk management
- Preparation of quarterly budget returns to project funders

#### **3 Payroll, invoices and pension payments**

- Responsible for ensuring that monthly payroll is processed (via external payroll company) and all staff payments, PAYE and pension contributions paid on time
- Payment of invoices and payments to partner organisations, and the proper recording of these through financial accounting software (**Quickbooks**).

#### **4. Procurement**

- Regularly reviewing expenditure to ensure the most efficient use of charity resources, including energy, fire safety and office supplies.
- Cost-savings implemented where appropriate

#### **5. Costing of services**

- Provide accurate costing of CAE services for project funding applications, tenders and any other grant awards

#### **6. Other**

- Management of finance volunteers
- Implement organisational Equality Policies
- Any other reasonable tasks as requested by the senior management team

## **Person Specification**

### **Essential criteria**

- Relevant experience of financial management providing support to senior management
- Track record of implementation and review of financial procedures
- Awareness of the funding environment that CAE operates
- Knowledge of accounting standards and requirements
- Excellent communication skills, particularly the ability to give clear information to senior decision-makers, and to convey complex financial information to non-finance individuals

- Ability to establish good relationships with staff, funders and stakeholders

## Desirable Criteria

- Qualified (or part-qualified) Accountant/Accountant Technician
- Experience and understanding of voluntary sector accounting
- Commitment to the values, ethos and principles of Citizens Advice