



## **Finance Manager - Veterans' Foundation**

### **Contents**

1. Background Information
2. Job Description
3. Person Specification
4. T&C
5. How to Apply and Timetable

### **1. BACKGROUND INFORMATION**

#### **About the Veterans' Foundation Fundraising**

The Veterans' Foundation (VF) is an independent grant-making charitable foundation. The VF has established a substantial grants programme to support charities and organisations in the UK that provide charitable support to those in need among serving armed forces personnel, veterans, operationally qualified seafarers and their immediate families. The charity has grown rapidly since inception in July 2016 and has to date (Jan 2024) given away more than £19.4M to good causes and handed out around £1.5M to good causes each quarter for the past year.

The VF supports a broad range of charities and organisations that deliver a wide variety of projects to members of the armed forces community including those that reduce homelessness, increase employment, provide welfare and medical support, increase confidence and social integration, as well as reducing dependence on alcohol and drugs. The VF gives priority to charities and organisations who can demonstrate that they are directly involved in the provision of support to those in need, and well-run organisations of low to medium wealth.

Since inception, income has come mainly from the Veterans' Lottery, however, individual and corporate donations have grown significantly, and we now have staff focusing on this too.

For more information about the VF, visit our website or review our content on various social media platforms, including <https://www.veteransfoundation.org.uk> . A useful summary of the VF's work can be found in the Impact Report here: <https://www.veteransfoundation.org.uk/publications/> .

#### **About Our Team**

The VF office is based in the New Town in Edinburgh's city centre. The VF's staff consists of 9 employees: the Chief Executive Officer, a Chief operating Officer, a Finance Manager, a Finance Assistant, 3 Grants Managers and 2 Fundraising Managers.

Due to a resignation, we now seek to replace our Finance Manager.

## 2. JOB DESCRIPTION

Job Title: Finance Manager (FM) – PART-TIME Flexible hours, hybrid working.

Reports to: CEO

Salary: Pro rata to £37,000 full time. See below for actual working hours.

**Location.** Edinburgh. Remote, home-based work for much of the week but attendance in Edinburgh office is required at least one working day per week and to attend meetings.

**Contract.** This will be a part-time, 28 hours per week post, but we may consider applicants seeking down to 21 hours per week (with salary adjusted accordingly). The post will provide flexibility for adjusting these hours across Mon - Fri to suit the successful applicant.

## 3. PERSON SPECIFICATION

**Responsibilities.** The FM will have the following responsibilities:

- Supervise and assist the finance assistant with the maintenance of the bookkeeping records on Xero.
- Preparation of monthly management accounts including commentary and analysis.
- Preparation of the annual financial statements ahead of the annual audit in accordance with the Charities Statement of Recommended Practice (SORP).
- Preparing and monitoring of the annual budget and updating this, when necessary.
- Preparation of lottery income and expenditure figures for submission of quarterly Gambling Commission returns.
- Monitoring funds available for grants and outlining future grant instalments.
- Work with the grants team and finance assistant to ensure grants are paid on time and payment records are maintained in Salesforce.
- Working with the fundraising team and finance assistant to record and monitor donation income and expenditure.
- Banking and recording donation cheques received by post.
- Supervise and assist the finance assistant with all bank payments, including purchase invoices, staff expenses and ad-hoc lottery payments.
- Administering Gift Aid claims and their submission to HMRC.
- As Appropriate, to carry out other tasks, within competence and capacity, as determined by CEO and COO, to spread workload.
- Provide monthly payroll information to external payroll provider to ensure payroll is accurate and paid on time.
- Management of funds held on the Flagstone platform.
- Issue monthly affiliate reports and arrange payments of any amounts due.
- Prepare financial reports for presentation at quarterly trustee meetings.
- Attend quarterly trustee meetings.
- Attend weekly team meetings.

- Promote the VF culture: cheerful, efficient and engaging effectiveness.

And will **provide support** to senior management with the following matters:

- Liaising with auditors to ensure the annual audit process is managed effectively.
- Preparing and administering regulatory returns, including OSCR and Charity Commission
- Reviewing the financial performance of the lottery, including monitoring growth and attrition with the External Lottery Manager
- Working with the External Lottery Manager to support as required the administration of the lottery

**Requirements and skills.** Candidates should possess the following experiences, skills and qualifications:

- Proven experience in a relevant financial role, including in: preparation of financial accounts, bookkeeping, invoicing (essential).
- Understanding of payroll and VAT returns (essential)
- Familiarity with Xero software or similar commercial software packages (essential)
- Familiarity with Salesforce software (desirable).
- Working knowledge of IT and comms systems, including MS 365 (essential)
- Good organizational abilities (essential)
- Good interpersonal skills (essential)
- Aptitude in decision-making and problem-solving (essential)
- Knowledge of the Armed Forces and veterans (desirable)
- Knowledge of Charity sector financial governance (desirable)
- AAT level 4 or newly qualified CIMA or equivalent experience (essential)
- Right to work in the UK (essential)

#### 4. TERMS AND CONDITIONS

Item	Detail
<b>Expected Place of Work</b>	Home, commutable to Edinburgh, and Thistle Court, Thistle Street, Edinburgh, EH2 1DD
<b>Job Title/ Job Description</b>	Finance Manager
<b>Date when this employment begins</b>	ASAP
<b>Type of Role</b>	Part time, expected to be between 21 – 28 hours per week, as preferred by the successful candidate
<b>Intervals by which your salary is paid</b>	Your salary will be paid monthly in arrears into your nominated bank account. Payment will be made on 27 <sup>th</sup> of each month, unless this date falls on a weekend or a Bank Holiday in which case your pay date will be the last working day before.

<b>Hours of work</b>	Notional hours are 4 days per week, 7 hours per day. A high degree of flexibility on working hours is available providing the work pattern is agreed with your manager. Flat-rate overtime is payable if you exceed your contracted hours with the agreement of your line manager.
<b>Holiday Entitlement Term</b>	Your line manager will agree holiday dates with you in advance. Part-time staff receive an entitlement which is pro-rata to full-time staff. For full time staff, basic annual leave entitlement is 33 days of paid holiday (including all bank holidays) plus the four bank holidays over Christmas and New Year.
<b>Sickness</b>	You will receive SSP if you meet the qualifying conditions. The Charity also operates a contractual sick pay scheme. Full details are available in the staff handbook. The charity recognises the importance of a positive approach to the management of sickness absence to enable it to operate effectively. Further details will be provided to you before employment.
<b>Salary</b>	Your starting salary shall be calculated from the agreed hours, pro-rata, based on a 35 hour per week FTE of £37k., and will be reviewed annually in January.
<b>Notice of Termination</b>	You will receive statutory notice from your employer in the event of your employment terminating. You should provide one month's notice in writing if you wish to terminate your employment.
<b>Maternity / Paternity/Adoption/Shared Parental Leave/ Parental Bereavement Leave/ Carers Leave</b>	Entitlement to these benefits and associated pay is in line with government guidelines. Further details are available on gov.uk.
<b>Pension</b>	You will be included in The Employer's auto-enrolment pension scheme with NEST. The Employer's contribution for this post will 3% per month. You should advise the Employer of the level of the monthly contribution you wish to make (minimum 5%).
<b>Reporting &amp; Accountabilities</b>	Your line manager is the CEO.
<b>Business expenses</b>	You are entitled to reclaim expenses reasonably incurred in the course of performing your duties as per the expenses policy. You will be required to produce receipts where appropriate.
<b>Business mileage</b>	You are not entitled to any form of car allowance but may claim mileage where appropriate, but only for authorised journeys as per the instructions issued to you by the Employer.

## 5. HOW TO APPLY AND TIMETABLE

People who are interested in this appointment are to get in touch with the VF via [secretary@veteransfoundation.org.uk](mailto:secretary@veteransfoundation.org.uk). They **must** provide a covering email explaining how they suit the job and attach a CV. The closing date for applications is 26 Feb 2024. Interviews will be held in early March 24. The post will start as soon as possible thereafter.

DAHS

25th January 2024