



**Right  
There**

POSITION PROFILE

Finance Manager



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We are Right There, and recently celebrated our 200th anniversary in 2024. We provide tailored support for people, at home, and in the community. We are here for people who are living with the effects of homelessness, poverty, addiction, or family breakdowns. Last year we supported almost 4,000 individuals, helping to prevent them from becoming homeless or separated from the people they love.

We are here to offer the right support at the right time, including breaking down financial barriers; accessing the private rental market; linking up with local health, employment and training services to help people make connections within the community; and helping people feel happier, safer, and more confident to take steps to improve their own lives.

Every person's story is unique, and everyone's route home is different, so we tailor our response to the individual. We want to challenge stereotypes – it doesn't matter what the situation is – we're not here to judge, only to help.

Our approach is about creating trusting relationships and nurturing people's strengths, and our 200 dedicated staff, mentors and volunteers play a crucial role in this.

## Our Vision

A world where everyone has an equal chance to create a safe and supportive place to call home.

## Our Mission

We meet people where they are in life with no judgement; walking alongside those who need support, and preventing them becoming homeless or separated from the people they love.



## Our Key Areas of Focus

### For People:

We provide tailored support for children and adults to help individuals and families feel happier, create stronger bonds and stay together.

### At Home:

We provide safe and supportive places to call home for people of all ages, from any circumstances, for as long as they might need it.

### In the Community:

We provide the tools for people to live independently and build their lives within their community, creating their own safe and secure homes.

### Values

At the heart of Right There is our values. And we are proud to live these every day; to be the best we can be for those involved in our work.

### Respect

We treat everyone the same way - with dignity and respect. You'll find no judgement here.

### Integrity

We take great pride in having high standards and transparency about our goals and progress as a charity.

### Compassion

We understand the importance of empathy, and the power of a shoulder to lean on.

### Aspiration

We believe firmly in the goodness in people; their strengths and what makes them unique.

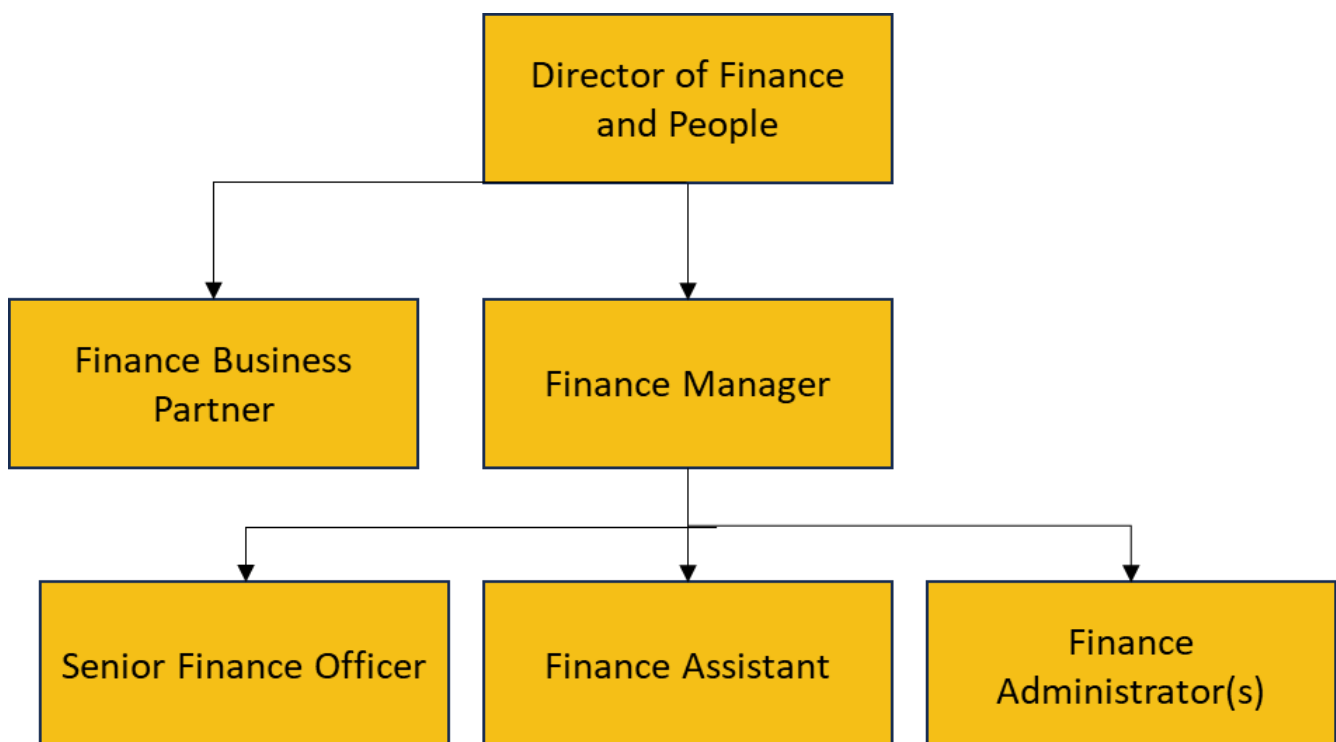
### Reflection

We are always learning to be the best we can be.



## The Finance Manager is part of Right There's Management team and will:

- Lead the day-to-day operations of the Finance team, while providing strategic support to the Director of Finance and People
- Be responsible for driving effective financial management, performance, and reporting, while improving the internal control systems to support with the delivery of programmes, contracts, and commercial insights
- Provide technical expertise to fully own the accounting processes of the charity, be responsible for the charity's general ledger and the production of monthly management information and reconciliations
- Play a fundamental role in developing and supporting the team and will have overall line management responsibility for the team
- Report to the Director of Finance and People and ensure seamless delivery of finance-related strategies while fostering a high-performing and engaged workforce





**Job Title:** Finance Manager

**Reports to:** Director of Finance and People

## Role & Responsibilities

### Management Information and Reporting:

- Produce monthly management information including management accounts, cashflows, and forecasting
- Responsible for timeliness of month-end processes
- Review, correct, and input monthly journals
- Develop and manage internal recharges, journal mis-postings, corrections, and reallocations
- Produce balance sheet, profit and loss, and trial balance reconciliations as part of the month-end process
- Reconcile all key balance sheet control accounts

### Daily Finance Operations:

- Responsible for the submission of all financial, payroll, tax and regulatory documents
- Review of accounts payable and receivable ledgers and associated accruals and prepayments
- Ensure sales and purchase ledgers are maintained with proper financial controls
- Develop and monitor restricted income and expenditure allocations and accurately monitor spending against restricted funds
- Produce and reconcile VAT returns
- Back up for daybook processing, daily banking, invoice entry, supplier payments, and petty cash
- Process daily finance functions within sales ledger, purchase ledger, prepayments, accruals, and payroll

### Accounting:

- Responsible for General Ledger implementation and changes
- Analyse and report accurate data
- Responsible for all day-book processing and reconciliations
- Support system implementation and changes including general ledger, suppliers, and project coding
- Annual Statutory Accounts, Audit, and External Engagement
- Support the Director of Finance and People with the production of statutory accounts and lead the day-to-day external audit process
- Responsible for driving year-end close according to internal reporting deadlines and the external audit timetable



- Keep up to date on best practice within the charity sector generally and particularly changes in legislation, the charity SORP, and statutory reporting
- Liaise with external audit and other external stakeholders as required

## **Strategic Support:**

- Work with the Finance Business Partner and Director of Finance and People to aid the budgeting and forecasting process, and the production of budget holder reporting with accurate data and monthly accounts
- Work closely with the Leadership Team and colleagues to develop Right There services and to report on the organisation's impact
- Engage with the implementation of digital technologies and solutions, ensuring they align with functional objectives and contribute to improved efficiency and effectiveness and team members are supported to utilise the technology in their work

## **Data analysis and continual improvement:**

- Lead the development of standards, governance processes, and performance metrics for the finance function, to deliver value across the organisation
- Ensure ongoing monitoring and measurement of the effectiveness of all finance activities through the development of a system of KPIs, critical review/evaluation and appraisal to improve support to programme activities
- Identify opportunities for improving processes, lead the project work to implement changes, and the team's ways of working, adapting to the requirements of the organisation in direct support of programme delivery





## Leadership and Team Management:

- Support the development of the finance team to better understand the chart of accounts, income/expenditure throughout the organisation, and how to fully maximise the use of general ledger to provide accurate reporting
- Develop cross training functions and efficiencies within the team
- Responsible for quality assurance of existing systems and processes, assess the impact and lead and influence development of systems and processes, to ensure best practice, generate efficiencies, and a culture of continuous improvement
- Support the Director of Finance and People in developing and implementing the team's annual business plan
- Support a culture of performance and contribution ensuring that all finance staff are accountable for delivering on our annual business plan
- Responsible for team performance using support and supervision and appraisal tools
- Responsibility for the learning and continued professional development of yourself and your teams, actively encouraging reflective practice for team learning
- Embed a culture of partnership working throughout the finance team taking account of the needs of our programmes and employees
- Ensure regulatory compliance is embedded across the team
- Demonstrate that personal ways of working are consistent with the aims and values of Right There





## **The key candidate requirements for the position include:**

- A recognised Chartered Accountant Professional Finance Qualification or equivalent with current accredited membership is preferred (ACCA/ICAS/CIMA/CIPFA). However, the right level of skills and experience to fulfil the role will be considered
- Knowledge of the processes and practices that are central to a finance function
- Technical expertise and acute attention to detail within general ledger accounting
- Knowledge of organisational income/expenditure and understand how to accurately allocate and report on the charity's different income types
- Ability to lead the Finance team, communicate effectively, be highly proactive with a focus on improvements to current accounting processes
- Experience of report writing and production of management reports and delivering strategies at an appropriate level
- Experience of monitoring and evaluating trends, and data which can be used for operational and strategic decision making, and quality improvement
- Experience managing sales and purchase ledgers, credit control, and debt control within multiple income streams
- Ability to manage end-to-end accounting processes, and understand the wider organisational impact of the finance function
- Excellent IT, Excel, and accounting software skills

## **Desirable Knowledge:**

- Knowledge of current legislation, policies and strategies relating to Charity finance law is preferred
- Experience of working in a third sector or not for profit organisation
- Understanding of compliance requirements around Charity Fundraising
- Awareness of issues surrounding charity sector





<b>Salary:</b>	£48,533 - £51,908 per annum
<b>Company Pension:</b>	You will be automatically enrolled into the People's Pension in the month that you will complete 3-months of employment, provided you meet the auto-enrolment criteria
<b>Holiday Entitlement:</b>	210 hours (equivalent to 6 weeks) pro rata per year in the first year, rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
<b>Additional Benefits:</b>	Enhanced maternity, paternity, adoption, and shared parental leave Employee 24-hour counselling and wellbeing services Life insurance 4x your salary Dedicated training and development plans Cycle to work scheme Refer a friend
<b>Location:</b>	Glasgow
<b>Hours:</b>	35 hours per week, Monday – Friday. Flexible working available



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## The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- First-round interviews are with the Director Finance and People and the Finance Business Partner
- Second-round interviews are with the Director of Finance and People and the Chief Executive
- Applications should be sent to [jonathandonnelly@rutherfordcross.com](mailto:jonathandonnelly@rutherfordcross.com)