



Rutherford Cross



## POSITION PROFILE

Finance Manager



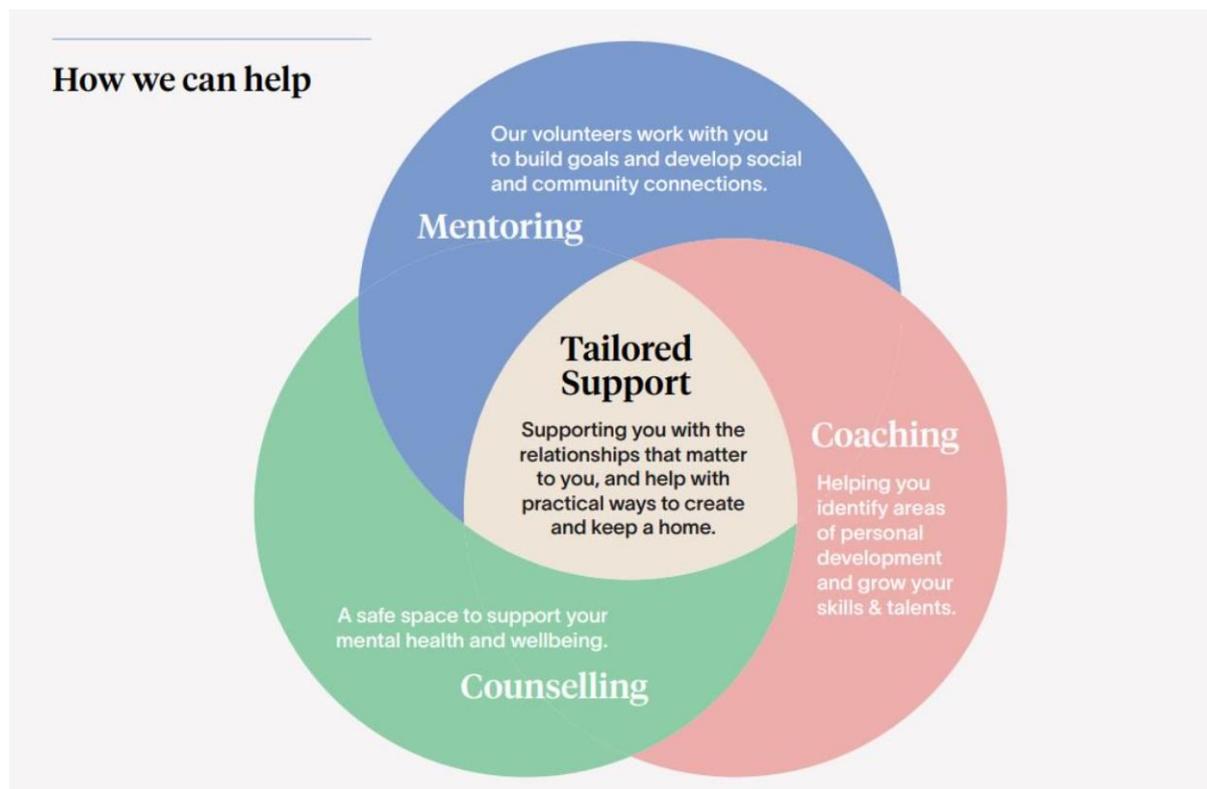
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We are Right There, a charity that provides tailored support for people, at home, and in the community. We are here for people who are living with the effects of homelessness, poverty, addiction, or family breakdowns.

Rooted in the hearts of local communities across Scotland, we support people on their journey to creating a safe, supportive place to call home. We help individuals and families affected by homelessness and improve mental health and wellbeing through mentoring and counselling.



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.

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.

Our community roots as a charity go back almost 200 years. We believe our work is more important than ever and we are looking to grow our support (no matter how big or small), so we can prevent more people becoming homeless and being separated from the people they love.



## Our Vision

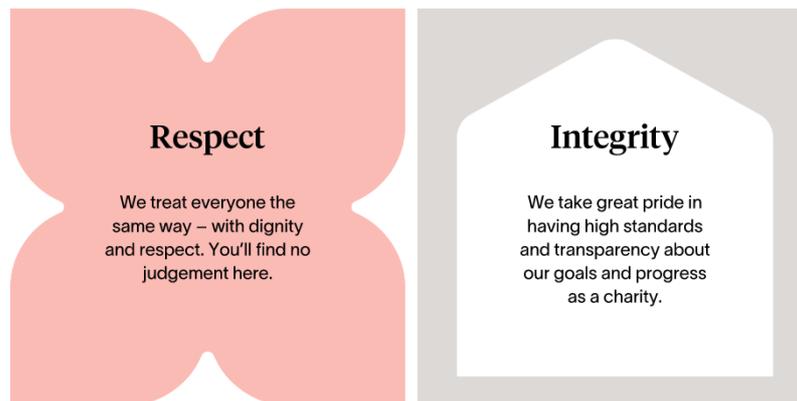
A world where everyone has an equal chance to create a safe and supportive place to call home.

## 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 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.



More information can be found at: [www.rightthere.org](http://www.rightthere.org)



The post of Finance Manager is a challenging and exciting one for someone to play an important role in the delivery of the organisational 5-year strategy.

As the Finance Manager, you'll take the lead in day-to-day operations of the Finance team, while providing strategic support to the Finance Director.

You'll be responsible for driving effective financial performance reporting, leading on budgeting, and forecasting process, and improving the internal systems to support with the delivery of programmes, contracts, and commercial insights.

To meet the strategic goals of the organisation, the finance team has grown to support this vision. This post will play a fundamental role in developing and supporting the team and will have overall line management responsibility for two Finance Officers, two Finance Assistants and a Finance Administrator.





## Main Role Responsibilities

- Lead the day-to-day external audit process, including production of statutory accounts
- The production of monthly management information including regular cashflows and forecasting
- Responsible for the submission of all financial, payroll, tax and regulatory documents
- 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
- Work closely with the Leadership Team and colleagues to develop Right There services and to report on our impact
- Develop and maintain finance strategies, policies and processes
- Costing and supporting in the preparation of tender and grant submissions
- Compile Annual Reflection and Improvement Plan, and implement, monitor and review progress of objectives throughout the year
- Provide support to the Finance Director and Finance Business Partner
- Supporting with longer term financial planning
- Escalation of any queries to the Finance Director where necessary
- Commitment to ongoing professional development

## Essential Skills & Experience

- 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
- Experience of leading a team
- Knowledge of current legislation, policies and strategies relating to Charity finance law is preferred
- 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

## Desirable Knowledge

- Experience of working in a third sector or not for profit organisation
- Understanding of compliance requirements around Charity Fund Raising
- Awareness of issues surrounding charity sector



## Package and Remuneration

We know how dedicated our people are and we want to help you achieve a good work/life balance – and make it easier to enjoy life’s special moments!

That’s why we’ve got a range of enhanced family-friendly and wellbeing benefits to give you some well-deserved perks of being a Right There employee. Along with a competitive base salary there will also be:

- Enhanced maternity, paternity, adoption, and shared parental leave
- Employee 24-hour counselling and wellbeing services
- 6 weeks annual leave, rising to 8 after a year (plus you can purchase up to 5 more days)
- Life insurance 4x your salary
- Dedicated training and development plans
- Cycle to work scheme

Read more about our benefits by visiting [rightthere.org](http://rightthere.org)



**Hazel Wynn, Director – CFO Services**

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## The Recruitment Process

- First stage interviews will be with Finance Director
- Second stage interviews will be with Finance Director and Chief Executive
- Applications should be sent to [hazelwynn@rutherfordcross.com](mailto:hazelwynn@rutherfordcross.com)