



INSPIRING SCOTLAND

POSITION PROFILE

Finance Business Partner



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Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. Our business model combines financial support for individual organisations alongside tailored development support. This approach helps organisations to increase the scale and effectiveness of their activities, and to build greater capacity and resilience.

Our vision is for every person in Scotland to enjoy a happy, healthy life free from poverty or disadvantage. We believe Scotland's voluntary sector has a transformative effect on the lives of those who live in Scotland who otherwise may struggle due to life circumstances, poverty, or other disadvantages. We are inspired daily by the commitment and drive shown by people working in the voluntary sector, and the people they support. We are driven to be more effective, to listen to those we work with, to change and adapt to achieve greater impact. We believe in harnessing the power of all sectors and long-term funding to make lasting change in peoples lives.

Since its beginning in 2008 Inspiring Scotland has raised money from private individuals, trusts, and foundations, as well as Scottish Government, and invested it in funds addressing specific themes, nurturing partnership through shared goals and interests. We currently support over 500 charities across 18 social-impact funds as the fund owner or the delivery partner/fund manager. In 2022-23 we managed over £42.6m of investment in charities and not-for profit organisations.

Our values drive all that we do:

- We are bold – We strive for a better Scotland
- We are knowledgeable - We work together and get results
- We are compassionate – We believe in opportunity for everyone
- We are effective – We change lives for the better

One of the main reasons for Inspiring Scotland's success is its people, who have been attracted from roles across the private, public and third sectors by the opportunity to make a difference and work for an organisation that is forward thinking, and people focused.

As an organisation, we believe that providing job satisfaction and a work-life balance for our staff is the right thing to do. This has been recognised through winning numerous industry awards including the Institute of Directors Award for Family Friendly and Flexible Working and Scotland and the UK's most Family Friendly Third Sector Employer.

For more information, please visit: www.inspiringscotland.org.uk

Our Funds

We work across several policy areas, from survivor support to youth unemployment, to tackle poverty and disadvantage across Scotland in a comprehensive way. We want to make Scotland a better place. Each thematic fund, each organisation, network, and every person within it works towards that goal. Together, we are greater than the sum of our parts.



Youth Action Fund: A long-term initiative dedicated to transforming the life chances of young people in Scotland by bringing together charities that provide young people with real opportunities to develop life skills, discover what they value and become work-ready.

Workforce Wellbeing Fund for Adult Social Work and Social Care: This £1 million fund is for ideas that staff themselves have said will help to improve their wellbeing. Applications are welcome to support staff working in Adult Social Work and Social Care across the public, private and voluntary sectors.

Our Future Now: This fund aims to help a generation of young people in Scotland flourish through education, employment and training. The successor fund to 14:19, Our Future Now builds on a 10-year track record in helping to reduce youth unemployment, working with 12 high performing and high potential charities active across 24 geographical areas.

Link Up: Through Link Up, people living in some of Scotland's most deprived communities are working together to end generations of disadvantage and stop the cycle of poverty.

Thrive Outdoors: We support communities, charities, schools, outdoor organisations and public bodies to collaborate, innovate and develop in outdoor play and learning. We are committed to using our experience to empower and equip families, childcare professionals and educators with the confidence, enthusiasm and skills to encourage and support our children and young people to play and learn outdoors.

intandem: intandem supports some of Scotland's most vulnerable young people by helping them to build a consistent, trusting relationship with a positive adult role-model.

SiRD: Self-directed Support empowers people to be equal partners in their care and support decisions and to participate fully in all aspects of life. Support in the Right Direction (SiRD) funds organisations across Scotland to deliver independent support to people and carers accessing social care, and to support them to exercise choice and control over that care.

CashBack for Communities: Scottish Government's CashBack for Communities programme tackles Scotland's inequalities by raising the attainment, ambition and aspirations of disadvantaged young people.

Increasing Understanding of Autism Fund: Through the Increasing Understanding of Autism Programme, we are aiming to make Scotland a more accessible, inclusive and understanding place for autistic people to learn, work and live.

Survivors of Childhood Abuse Support Fund: This fund supports the recovery and resilience of survivors by enhancing capacity and capability of third sector and community-based organisations which provide dedicated support.

Building Brighter Futures Fund (BBFF): This fund aims to support the most disadvantaged young people furthest from the labour market by providing opportunities to gain the skills and confidence to succeed through education, training and employment, throughout Scotland. The BBFF is funded by Hub Community Foundation (HCF) and managed by Inspiring Scotland.



Inspiring Inclusion - Learning Disabilities: This fund supports charities and social enterprises from the learning disabilities sector to improve their resilience and sustainability so they can deliver on key aspects of national learning disability policy and strategy including the Towards Transformation Plan.

Perinatal and Infant Mental Health: This fund has been set up to provide crucial help for mothers, infants and their families who are in need of mental health support. The fund is open to third sector organisations so they can provide enhanced peer support, parenting support and perinatal counselling services during pregnancy and in the early stages of life.

Creative Communities: This programme supports communities to develop new initiatives involving culture and creative arts and focuses support on people and places where social or geographical circumstances make engaging with cultural activities more challenging. Since launching in 2020, with a total investment of £2.0m, the Creative Communities Programme has supported 46 community and arts organisations to deliver creative projects to over 16,000 adults and children across Scotland.

Island Communities Fund: This fund supports employment and community resilience across the Scottish islands, through activities that deliver green economic recovery from the ongoing impacts of the COVID-19 pandemic.

Delivering Equally Safe: A Scottish Government funding programme supporting third sector organisations and public bodies to contribute to the objectives, priorities, and outcomes of Equally Safe - Scotland's strategy to prevent and eradicate violence against women and girls.

Equality and Human Rights: This fund supports organisations tackling inequality and discrimination, furthering equality, and advancing the realisation of human rights in Scotland.

Healthy Islands Fund: This is a £1.3 million investment from the Scottish Government to further support improvement of outcomes for island communities in Scotland. Funding will contribute to delivery of Strategic Objective 7 of the National Islands Plan, which aims to improve and promote health, social care and wellbeing for those living in Scottish island communities.

Rural Communities Ideas into Action Fund: This is a £1.5 million investment from the Scottish Government to encourage and support innovative approaches to community-led local development in rural communities across Scotland.



Job Title:	Finance Business Partner
Reports to:	Finance Director
Location:	Edinburgh

As part of a small Finance team within a diverse and unique organisation, the role requires commercial accounting skills with the ability to develop trusting relationships with colleagues delivering the fund objectives. Also required is a natural curiosity to look beyond numbers, combined with a passion to support Inspiring Scotland's goal of driving social change and transforming lives.

The Finance Business Partner-Funds role is newly created and will develop as a key member of the Inspiring Scotland team, collaborating with colleagues across functions; HR, IT and funds to share learning, volunteer their skillset to support other teams, playing a role in the continued success of our organisation.

Roles and Responsibilities

Essential elements of the role are:

- Provide commercial accounting support
- Collaborate, manage and build relationships with fund colleagues
- Support, inform and influence decision making that strengthens Inspiring Scotland's financial position





Key Tasks

As a key part of the Finance team, the Finance Business Partner will:

- Evaluate how each fund operates and implement the necessary strategies, processes, procedures and policies to ensure robust financial analysis
- Work in partnership with Fund colleagues to ensure consistent, accurate and meaningful reporting across all funds
- Collaborate with and develop positive, proactive working partnerships with Fund colleagues, to drive the delivery of fund and Inspiring Scotland objectives
- Support the Fund Managers and Directors of Funds with the financial aspects of each fund, including grant drawdown (£46m+), raising invoices and ensuring timely receipt of income
- Manage the process of payment to organisations (£40m+) within each portfolio and monitor budget variance analysis
- Report on financial performance of each fund against Budget and recommend actions for any adverse variances
- Support Fund Managers in developing pricing for new funds and analysis of current fund performance
- Ensure correct allocation of funds received and that all costs are correctly reported, reporting on variances to Budget and taking any remedial action required
- Process all grant claims and invoices and payments made to charities on the accounting system
- Provide support to Finance Director in the production of the Statutory Accounts, including reconciliation and analysis of fund accounts
- Support the Financial Controller with the preparation of Management Accounts where required
- Support the external Audit process by providing all documentation requested and developing processes throughout the year to effectively maintain all financial transactional records
- Maintain and develop the accounting software to ensure all efficiencies available are maximised

Work Environment

- We offer a positive and supportive work environment, alongside regular training and development opportunities. You can read more about our values on our website here: <https://www.inspiringscotland.org.uk/who-we-are/our-values/>
- We have an active wellbeing programme led by the staff team, as well as a calendar of social events and team building days
- For Inspiring Scotland, flexible working is the norm and is more than just working from home. As an award-winning family friendly and flexible employer, we aim to promote a good work home life balance for all employees



Person Specification

- Commitment to Inspiring Scotland's mission, vision, and values
- Proven commercial accounting skills, with ability to demonstrate high standards of discretion and integrity
- Ability to work effectively with a diverse group of partners to influence change, think creatively and solve problems, approaching tasks with curiosity - reflecting, adapting, and identifying implications for colleagues and organisations supported
- Excellent written and verbal communication skills, presenting complex issues clearly for diverse partners and audiences through various channels

Experience / Essential

- Relevant professional qualification CIMA, ICAS, ACCA or extensive experience within a senior finance and business partnering role
- A skilled and experienced professional with a career in either the corporate or Third Sector
- Excellent numeracy and analytical skills, combined with high levels of emotional intelligence, people skills and empathy
- Ability to inspire improvement in process and impact
- Able to produce high-quality information and reports for internal and external distribution
- Strong communication skills, the ability to influence strategies and support their implementation
- Excellent planning and self-organisation skills to deliver work to agreed timescales and standards and prioritise effectively while under pressure
- Ability to exercise independent judgement, reasonable care, skill and diligence
- Proactive self-starter who can manage multiple priorities and make sound decisions using initiative to achieve successful outcomes
- Demonstrable experience of nurturing relationships with people, across different functions, to generate valuable insights and gauge impact using different methods





Salary:	£42,000 - £48,000 p.a. (dependent on experience)
Benefits:	9.25% employer pension contribution (salary sacrifice scheme available) Full private medical insurance with the option to include family members CashPlan Medical Benefits 4 x salary Death in Service cover 29 days annual leave plus 8 days public holidays Cycle to work scheme with shower facilities available in the office

The Recruitment Process



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- The recruitment process is being handled by Rutherford Cross
- Harry Thomson at Rutherford Cross will conduct first stage interviews prior to discussing candidates with Inspiring Scotland at the shortlist meeting
- Interested candidates should provide a tailored CV and covering letter, outlining interest and suitability, to harrythomson@rutherfordcross.com