



POSITION PROFILE

Finance Manager



The Organisation.....	3
The Opportunity.....	4
Preferred Candidate Profile.....	5
Terms & Conditions and Process.....	6



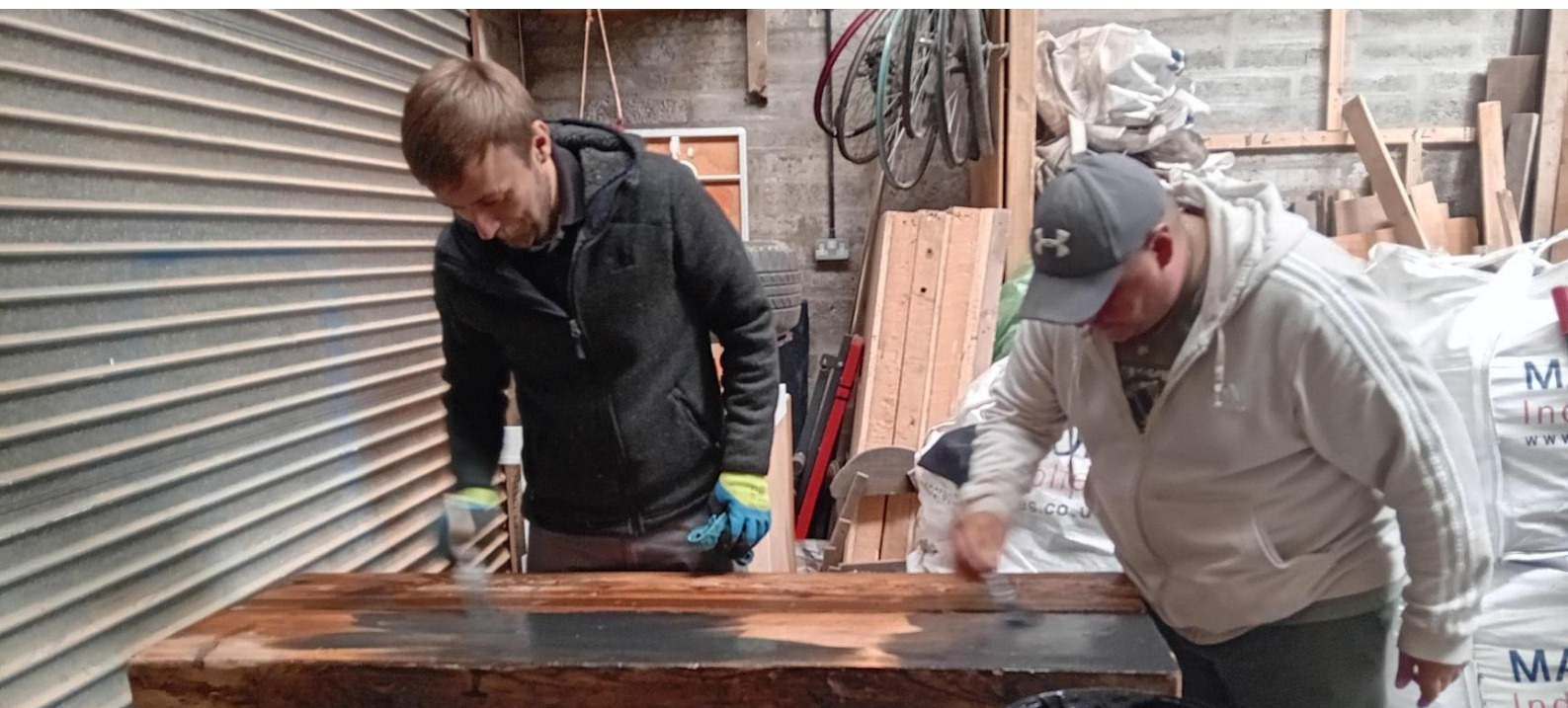


Apex Scotland is at a pivotal and exciting stage in our charity's development having embarked on a period of transformational change. We are committed to developing and establishing a strategy that reflects continuous improvement, putting the needs of participants at the heart of our decision making. We aim to grow our organisation and the numbers of individuals and communities we can support and are prioritising diversifying our sources of income to support this.

We currently provide a range of services from our regional hubs that support those who have experience of the justice system, and those at risk of entering it. This includes early intervention initiatives specifically focussed on young people, the provision of practical and emotional support, training and employability programmes together with focussed help that responds to individual needs.

This year we anticipate supporting between 1,300 and 1,500 participants. Our contracted work reflects local circumstances and need. We have developed close working relationships with local commissioners in the eight geographical areas we provide support within. In total we operate 24 directly commissioned services throughout Scotland. All our services are mapped on our Participant Journey which embeds our framework to supporting participants across 5 stages. In addition to our own contracted work, we play a pivotal role in the two national justice throughcare partnership programmes, New Routes and Shine that provide throughcare and aftercare to those who have been in custody. Our PSP services are delivered in 5 geographical regions.

We understand those we support and care for require interventions that are person-centred, recognising their own individual, unique needs and circumstances. Our work is delivered by specialist, dedicated staff who adopt a trauma responsive approach. We are proud of the impact we have and believe our work makes a meaningful, genuine and positive difference to the lives of some of the most vulnerable in our society.





As Apex Scotland's Finance Manager, you will directly supporting both the strategic decision-making process through the provision of accurate, timely and meaningful financial information, analysis and forecasts.

Developing and maintaining effective relationships with key internal customers (budget holders) the successful candidate will look to create an environment of both individual and collective accountability that will ultimately ensure the long-term financial sustainability of the charity.

Key Responsibilities

- Provide accurate and timely financial and information and advice to relevant budgets holders and the Executive Team including (but not limited to) monthly management and annual accounts, cash flow projections, forecasts and KPI's
- Conduct monthly meetings with budget holders to discuss and review financial performance, variance against budget and re-forecasting, as appropriate
- Production of the annual statutory accounts, under Charity SORP, being the main point of contact with the external auditors
- Co-ordinate the annual budget process, involving key budget holders throughout the process with monthly/quarterly reporting and the preparation of a rolling 12-month financial forecast
- Oversee all payroll activity, sales and purchase invoicing processing currently outsourced to a 3rd party provider
- Support development of new services through the creation of cost models, financial budgeting and cost-benefit analysis whilst also ensuring appropriate financial risk assessments are identified and implemented
- Ensure financial controls are in place and maintained supported by documented policies and procedures
- Responsible for effective and efficient financial operations including reviewing, maintaining and implementing new systems and processes
- Identify and implement process improvements to enhance financial management and reporting

Preferred Candidate Profile



Either a qualified by experience or fully qualified accountant, you will have a proven track record of robust financial management including the ability to get “behind the numbers” and present information and supporting analysis to both finance and non-financial audiences to allow well-informed decisions.

Skills and Experience:

- Direct involvement in the preparation and analysis of monthly management accounts and the compilation and performance monitoring of annual income and expenditure budgets.
- Relevant exposure or knowledge of the annual statutory accounts process.
- Excellent interpersonal skills with an ability to articulate financial information in an engaging and informative way to non-financial colleagues and “talk finance” in a language that the business understands.
- The ability to understand, collect, analyse, report and present data, with meticulous attention to detail.
- Excellent interpersonal and communications skills with the ability to interact with a wide variety of individuals both internally & externally.
- Strong analytical and problem-solving skills with the ability to contribute strategically and operationally, across the organisation.
- Strong organisational skills and an ability to prioritise to ensure that tasks are completed on time and to a high standard.
- Self-directed, results-driven and able to multi-task with continued attention to detail.
- Naturally inquisitive, being prepared to ask “why” and constructively challenge others.
- Excellent IT skills including Excel.





Terms & Conditions

Hours:	35 hours - full time HQ Office Based in Edinburgh
Salary:	£45-52k
Holidays:	25 days (increasing to 30 after 5 years continuous service) + 14 public holidays
Pension:	Private stakeholder pension (9% employer contribution & 3% (minimum) employee contribution)
Perkbox:	Colleagues have access to Perkbox which provides an Employee Assistance Programme together with access to a range of discount opportunities and offers

Apex is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

The Recruitment Process

The recruitment process is being handled by our retained advisors, Rutherford Cross.

Claudia Prat at Rutherford Cross will conduct the first stage interviews prior to discussing candidates with Apex at the shortlist meeting.

Interested candidates should provide a tailored CV to claudiaprat@rutherfordcross.com.