



**Volunteer**  
Scotland



POSITION PROFILE

Head of Finance &  
Business Support





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Volunteer Scotland is a leadership organisation in Scotland that supports volunteering and is a key player in delivering the ambitions set out in Scotland's Volunteering Action Plan. They also provide disclosure checks to the voluntary sector in Scotland.

Their mission is to create a Scotland where everyone can volunteer, more often, and throughout their lives. They believe that volunteering should be an enjoyable, rewarding and fulfilling experience for every volunteer.

Their wide-ranging activities support the following outcomes:

- **Inclusive volunteering:** There are diverse, quality, and inclusive opportunities for everyone to get involved
- **Policy impact:** Volunteering in all of its forms is integrated and recognised in our lives and through local and national policy
- **Community development:** The places and spaces where we volunteer are developed, supported, and sustained
- **Recognition and celebration:** There is an environment and culture which celebrates volunteers and volunteering and all of its benefits
- **Lifelong engagement:** Volunteering participation is valued, supported, and enabled from the earliest possible age and throughout life







## Strategic Outcomes

Volunteer Scotland has recently developed and launched a new strategy which is ambitious and sets out their distinct contribution to the sector, and seeks to offer fresh, innovative and appealing services for members and non-members alike.

- The majority of the population deliver regular formal volunteering in their lifetime
- Volunteering has a high profile. Most ages are aware of volunteering and how to get involved
- Volunteering is an inclusive experience and barriers to participation are known
- Volunteers have the support they need, and experiences are 'voiced' and understood
- Their research and policy work is widely valued and influential
- Their evidence and input are sought around new policy, regulation and legislation
- The investment in volunteering is increasing and demonstrates significant social value impact
- There is a coherent and widely disseminated offer of services available and taken up by VIOs
- There are clear development pathways (for paid staff and volunteers); these are recognised and supported
- Tests of change projects are focused on 'societal challenges' with practical impacts and scalable results

## Values

Volunteer Scotland is determined to make a difference when and where it matters most, by applying their values in everything they do:

- **Collaborative** – Participative teamwork
- **Accountable** – Honesty, Committed to Their Work & Finding Solutions
- **Respectful** – Mutual Respect & Inclusive
- **Effective** – Positive Impact
- **Supportive** – Supportive & Constructive

Their values will ensure they make the greatest difference for volunteers, those who support them, and Scotland's communities, with volunteers helping to address some of Scotland's biggest social, economic and environmental challenges.





<b>Job Title:</b>	Head of Finance & Business Support
<b>Reports to:</b>	Chief Executive
<b>Location</b>	Jubilee House, Stirling/Hybrid

The Head of Finance and Business Support is a key leadership role responsible for ensuring the financial sustainability and operational efficiency of Volunteer Scotland. This role is a hands-on finance role, including procurement and contract management, financial risk management, reporting and payroll, and will also oversee facilities and IT, ensuring business support resources are managed effectively to support the organisation.

To have a **positive impact** in this role you will:

- Provide leadership to the Business Support Co-ordinators, Technical Support Analyst and the Finance & HR Support Officer
- Directly support both the Chief Executive and Board with the strategic decision-making process through the provision of financial information, reports and insights
- Prepare and present financial information and reporting both at Board and Finance, Audit and Risk Committee (FARC) meetings
- As a member of the Senior Management Team directly contribute to the preparation and delivery of strategic and operational plans, monitoring and reporting progress to the Board as appropriate
- Lead the annual budget (£2million) process working closely with the Chief Executive, Executive Colleges and Board as appropriate
- Ensure the preparation and timely submission of reports to external funders, including Scottish Government

## Duties and Responsibilities

### Financial Management

- Oversee financial processes, ensuring robust controls, delegated authority, and effective decision-making
- Ensure financial compliance, managing audit processes and other regulatory requirements, including charity governance
- Monitor, analyse, and interpret financial data to inform decision-making, quality assurance, and strategic planning
- Identify, monitor, and evaluate financial risks, implementing mitigation strategies and leading financial risk management
- Lead financial planning, budgeting, and statutory and management reporting
- Oversee management accounting, including trial balance reconciliations and financial reporting to funders



- Collaborate with senior colleagues on the financial management of projects, funder requirements, and reporting
- Provide cost-benefit analysis, financial projections, and input into business cases
- Manage organisational assets, including cash flow reporting and investment strategies
- Oversee funding requirements, negotiating investment and borrowing while managing working capital
- Develop and manage procurement policies to ensure competitiveness, compliance, and best practice
- Ensure accurate financial data management, supporting budgetary control and informed decision-making
- Oversee payroll, ensuring compliance with tax, VAT, and payroll legislation
- Ensure secure data backup and financial record retention in line with compliance requirements

## **Leadership & Organisational Management**

- Provide the CEO with information, advice and evaluation on current operations and new / emerging opportunities within key areas of responsibility
- Pro-actively contribute as a member of the Senior Leadership Team ensuring consistent, effective, cohesive leadership and decision-making
- Provide the CEO with information and reports for the Board on the management and evaluation of areas of responsibility
- Provide a key role in corporate governance in relation to risk and financial performance and represent VS on Board Sub-Groups as directed by the CEO
- Manage external professional relationships with regard to External Audit, supplier and consultant procurement, OSCR and Revenue and Customs
- Deliver IT support to the organisation including overseeing any future development requirements
- Manage the priorities around the Business Support Function and work allocation of the Finance and HR Support Officer, Business Support Co-ordinators and Technical Analyst
- Provide leadership through line management to direct reports ensuring they are supported, developed and performance is aligned to organisational objectives and priorities
- Provide overall management of external contracts and contractors ensuring that project and account managers adhere to Volunteer Scotland practices and that evaluation of contractors is undertaken
- Facility management including the negotiation of any tenancy leasing opportunities
- Lead and support wider organisational objectives including the work towards Net Zero



## Preferred Candidate Profile

Volunteer Scotland is seeking a fully qualified accountant, with experience in a similar level of role who has previously managed a team. Relationship building will be key in this role, and the ability to work well across the organisation delivering strategic and operational plans. Prior experience in leading financial planning, budgeting and statutory management reporting will be essential, as well as the ability to present financial information and supporting insight clearly at a senior level.

### Skills and Experience

- High level of professional expertise in Financial Management and Accounting
- An ability to operate at both a strategic and operational level
- Proven track record gained at a senior level with the ability to work as part of a senior management team and the ability to empower and challenge supportively
- Solution-focused approach to problem-solving combined with a creative approach
- Working knowledge of payroll processes and legislation
- Ability to confidently manage a varied and complex workload
- Experience in procurement practice including preparation of contract development, funding applications and funder reporting requirements
- Ability to maintain good working relationships with key stakeholders including auditors, bankers, professional advisers, suppliers and HM Customs and Revenue
- Knowledge of recommended financial practices for charities
- Knowledge of UK taxation guidelines relating to payroll and VAT
- Exceptional communication skills specifically writing professional reports and delivering presentations
- Proven ability to liaise with, understand, develop, motivate and influence people both internally and externally





**Salary:** Grade 10: £48,032 - £57,443

**Company Pension:** 8%

**Holiday Entitlement:** *28 Days Annual leave (inclusive of 3 floating public holiday days), rising to 33 days plus 5 fixed public holidays. (The office is normally closed between Christmas and New Year and any weekdays in between are given as additional leave).*



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## The Recruitment Process

- Initial interviews are with Volunteer Scotland's retained advisors at Rutherford Cross
- Second stage interviews will involve meeting with Volunteer Scotland's recruitment panel members
- Applications should be sent to Nadia Stahl: [nadiastahl@rutherfordcross.com](mailto:nadiastahl@rutherfordcross.com)
- All third-party applications, enquiries and direct approaches to Volunteer Scotland will be referred to Rutherford Cross