

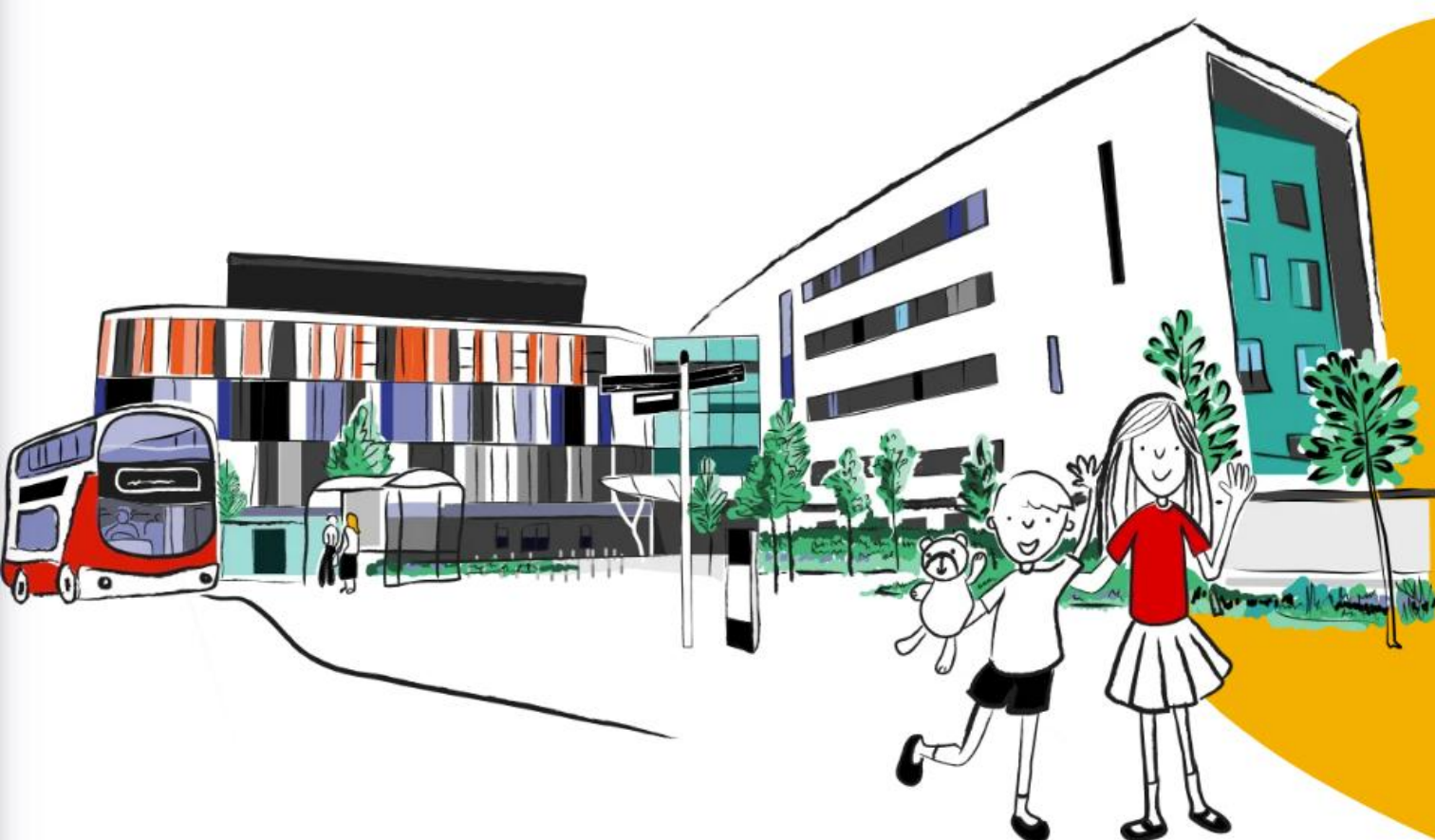


## POSITION PROFILE

Finance and Grants  
Manager (Part-Time)



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## **We are Edinburgh Children's Hospital Charity. We bring more than medicine.**

We are here to support the life-changing work of Edinburgh's Royal Hospital for Children and Young People.

Every year, every day, every hour we work tirelessly to provide seriously ill babies, children, young people and their families with the extra support they need when facing a potentially life-changing hospital visit.

Our wonderful NHS colleagues provide world class medical treatment and care; with your help, ECHC brings more than medicine. We are speeding up recovery, taking away fear, providing reassurance, distraction and fun every step of the way.

Despite the greatest challenges a child can face, the hospital is a place where being sick doesn't always mean being sad.

No child wants to be in hospital, but for those who must be, ECHC is there to make that experience as positive as possible. And we are serious about having fun – the health benefits are proven.







## Responsibilities

- Assisting the COO in providing inspirational and motivational leadership, management and support, nurturing a positive working environment by promoting the organisation's values and inspiring staff to achieve our objectives (both those of the finance team and across the wider staff team) and ensure a high performance and quality service for the charity
- Being responsible for the effective day to day management of the financial operations of the charity and ensuring compliance with regulations, policies and controls
- Leading, managing and supporting the finance team; you will be responsible for preparing the monthly management accounts and monthly financial reporting, supporting the wider ECHC team with the monthly monitoring and reporting of performance against budget
- Leading the organisation's annual audit including the production of statutory accounts and being responsible for the filing of the accounts and submission of all financial, payroll, tax and regulatory documents
- Managing the annual budgeting process, supporting budget holders with the development of the annual income and expenditure budgets and taking the lead on the development of the operational expenditure budget
- Supporting the COO in all aspects of the strategic development of ECHC's financial management; by being responsible for the continual review of ECHC's financial policies, procedures, systems and processes to ensure they are in line with best practise, legislative and regulatory requirements and that they are working effectively for the charity. Through effective communication and coaching, you will ensure staff across the charity are trained in and adhering to these policies and procedures





## Responsibilities Continued

- Assisting the COO to deliver ECHC's grants programme, supporting the life-changing work of Edinburgh's Royal Hospital for Children and Young People, by maintaining the grants database and ensuring that grants are completed and issued correctly
- Acting as first point of contact for all potential and existing applicants; providing support throughout the process and liaising with senior management in NHS to ensure appropriate sign-off
- Overseeing the evaluation process by collaborating with grant beneficiaries to ensure measurable outcomes are set and timely, high-quality end-of-project reports are submitted, enabling accurate assessment of the project's success
- Preparing papers and attending Audit Committee and Grants Committee meetings, providing reporting and following up actions as required by the Committee
- Leading the organisation's management of funds and cash flow projections in support of the effective operation of ECHC against its organisational objectives
- Providing line management for the Finance Co-Ordinator, Finance Assistant, Retail Manager and Grants Volunteer, including regular support and supervision as well as performance reviews, objective setting and identifying learning and development needs to ensure staff are supported to undertake their roles
- Identifying, developing and maintaining relationships with ECHC's five identified groups of stakeholders, in particular engaging with suppliers, partners and influencers. Engaging with the NHS and maintain a strong relationship with the hospital and its staff
- Any other duties appropriate to the role and in line with the needs of ECHC





## Requirements

### Essential:

- The role is open to both fully qualified and “qualified by experience candidates”
- Experience of managing a finance function within an organisation, including effective budget setting, monitoring and audit of income and expenditure including regular reporting and preparation of accounts
- Experience in an organisational audit, and liaising with partners such as auditors and tax advisors
- Demonstrable experience of management capabilities and of collaborating successfully cross-functionally
- Evidence of ability to thrive in a continually fast-paced, high-volume work environment with the ability to work efficiently and effectively, managing multiple tasks and prioritising accordingly, adapting to changing circumstances
- Track record of a proactive, positive, solution focused approach to problem solving
- Competence to build and effectively manage and maintain interpersonal relationships across the organisation and externally
- Fully conversant with the legislative and regulatory requirements in Scotland as they relate to ECHC
- Highly organised with excellent attention to detail and success in working accurately to tight deadlines
- A communicator of the highest standard with well-developed verbal and written communication skills, including report writing and presentation
- Positive individual with an obvious enthusiasm for the work of ECHC
- A professional willing to convey the values of ECHC at all times

### Desirable:

- Experience of managing the financial function of a voluntary organisation
- Experience of a grant-giving organisation and the management of restricted and designated funds
- Experience of working with fundraising teams and in projecting fundraising income
- Previous experience of charity law in Scotland, OSCR and SORP
- Working knowledge of QuickBooks or similar cash management systems
- A good knowledge of staff management techniques e.g. one to ones, annual appraisal, objective setting
- An understanding of gift aid requirements



<b>Salary:</b>	£31,238 - £35,971 (based on a 30 hour working week)
<b>Company Pension:</b>	Pension plan with 3% employer contributions
<b>Holiday Entitlement:</b>	Generous annual leave entitlement – 35 days as standard (FTE), increasing to 40 days after five years
<b>Additional Benefits:</b>	24/7 Employee Assistance Programme to support staff wellbeing Access to a Blue Light Card Hybrid and flexible working The option of face to face, confidential counselling with our retained psychologist A fun, friendly and supportive environment, built on delivering life-changing projects for children and families celebrating success



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## The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- First-round interviews will incorporate a panel discussion with the CEO, COO and HR/Executive Support
- Second stage will include a tour of the hospital with the members of the panel
- Applications should be sent directly to Nadia Stahl at Rutherford Cross

*The imagery shown on pages 3, 4 and 5 are credited to Chris Watt.*