

Schedule 1 Job Description

Job Title: Head of Finance

Reporting to : CEO

The role

Based at our office in the Oracle Campus in Linlithgow, you will form part the Senior Management Team (SMT) to provide comprehensive operations management and financial management to the organisation.

Job Purpose

Establish and maintain operational excellence across the whole organisation ensuring operational effectiveness both towards SBRC Board, SBRC members, partners and employees, acting as a trusted partner for the CEO.

Collaborate with the SMT, led by the CEO in setting and driving organisational vision, operational strategy and building and maintaining our organisational culture.

Ensure the organisation provides relevant in-demand services, helping to drive continued sustainable growth and providing value.

Key Responsibilities

Operations

Lead and develop the operational work of SBRC to maximise performance and dedication, ensuring delivery of exceptional services and workstreams.

- Complete finance section of grant proposals and co-ordinate submissions.
- Review and update SLAs and Agreements with external advisor.
- Liaison with CEO and Senior Management Team on Operations and finance matters.
- Responsible for overseeing and ensuring GDPR is adhered to.
- Responsible for supplier selection, agreements, negotiations and set up.
- Complete Office of National Statistics surveys, oversee Certifications (excl CE+) and FDMS management.
- Manage bank accounts.
- Update and review company policies with external advisors.
- Carry out all duties required for Companies House for example updates, regulations, filing, and confirmation statement
- Ensure Health and Safety and fire regulations are adhered to.
- Line management responsibilities for Office Manager and HR Officer.

Finance

Ensure robust processes and financial controls are in place including working with the CEO and the SBRC Board and external advisors to:

- Monitor and submit applications for all potential funding opportunities (Scottish Government or other) to support the strategy of SBRC's growth and expansion.
- Manage any applications throughout the lifecycle including grant budget management and reporting.
- Collaborate with Scottish Government Finance team.
- Payroll management including: authorising timesheets where appropriate, preparing payment runs and payment approvals, carrying out payroll checks and approvals, monthly manual wages journal and liaising with external payroll provider.
- Prepare quarterly VAT returns and year end accounts reconciliation.
- Update and maintain cloud based accounting system.
- Working with project leaders and budget holders to prepare annual budgets and cash flow projections.
- Updating of cash flow projections on a regular basis.
- Supervision of other teams members involved in managing financial procedures.

Stakeholder Management

- Liaise with the company's stakeholders, establishing trust and maintaining strong working relationships;

Reporting and General Management

- Contribute to Board meetings and work with the Board and senior management team in strategic planning, the implementation of and development of rolling business plans and the annual budget process;
- Prepare regular Board reports focusing on finance, services and operational information and recommendations to reduce risks, improve and grow the business;
- Establish and monitor key business metrics and deliver the systems and accountability to ensure these are metrics are consistently met.