

Job Description

Job Title:	Operations Manager (Finance)
Locality	Harewood Road, Edinburgh
Service:	National Service
Responsible to:	Senior Operations Manager (Finance)
Job Purpose Summary:	<ul style="list-style-type: none"> • Support, develop and manage the Finance Officer (AP) and Senior Finance Officer. • Ensure management accounts and related information is delivered accurately and timeously. • Maintain an operational overview of the Finance function. • Ensure financial controls, systems and Finance-related policies and procedures are up-to-date, 'fit for purpose' and adhered to. • Provide information, advice and Finance support to Carr Gomm Managers/Staff/Committees/Groups as required. • Contribute to the development of the Finance function. • Demonstrate and promote the Carr Gomm values - Choice, Control, Openness and Honesty Interdependence and Respect – in your day-to-day work.

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

Key Responsibilities: and Accountabilities

	<ul style="list-style-type: none"> • Support, develop and manage the Finance Officer (AP) and Senior Finance Officer (including one-to-one meetings, appraisals and managing/assisting with workload where required). • Preparation and issue of accurate and timeous monthly management accounts (including month end close). • Balance sheet reconciliations. • Bank reconciliations. • Financial and variance analysis. • Provide information, advice and support to colleagues on a range of Finance-related issues e.g. management accounts queries, interpretation and compliance with Charities SORP and organisational Finance-related policies and procedures.
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	<ul style="list-style-type: none"> • Deputise for Senior Operations Manager (Finance) as required. • Maintain an operational overview of the Finance function. • Ensure financial controls, systems and Finance-related processes and procedures are up-to-date, 'fit for purpose' and adhered to. • Ensure written processes/procedures for all key tasks are accurate and up-to-date. • Assist with quarterly reporting. • Assist with preparation of year end reporting/preparation of financial statements. • Assist with annual budgeting. • Develop and maintain strong relationships with internal/external customers and suppliers. • Being point of contact for Finance related queries. • Provide guidance and input on the content of the Finance-related information on the Intranet. • Training others as required.
General office duties	<ul style="list-style-type: none"> • Assist with general administrative tasks. • Provide support and back-up to Finance colleagues as required.
Involvement and Advocacy	<ul style="list-style-type: none"> • The post will not normally have regular direct contact with the people we support, but the post holder will be aware of the aims of the organisation and work towards achieving them.
Communicating, Networking and Joint Working	<ul style="list-style-type: none"> • Communicate effectively throughout Carr Gomm and with community, commercial, voluntary and statutory organisations. • Assist with taking telephone calls and forwarding messages in the office.
Self-Development	<ul style="list-style-type: none"> • Through discussion with your line manager in Joint Reviews and Appraisal identify and agree your annual objectives, personal training plan and development needs. Plan for these to be achieved within agreed timescales. • Learn what is necessary to carry out the responsibilities of this post in assisting Carr Gomm to achieve its objectives. • Take on areas of specialist expertise and keep up-to-date in the job's area of work.
General	<ul style="list-style-type: none"> • Work in line with Carr Gomm policies and procedures. • Review this Job Description periodically with the Senior Operation Manager (Finance) as the work of the post and Carr Gomm develops.

Note:

Every job description in the organisation will be subject to a review either:

- *as a result of a change in strategic direction, or*
- *as a result of a team/ operational requirements.*

Person Specification – Operations Manager (Finance)

Competency	Essential	Desirable
Qualifications and Experience		
A professional accountancy qualification or qualified by experience.	√	
Experience of managing a Finance function.	√	
Knowledge, Skills and Abilities		
<u>Decision Making</u>		
Ability to work confidently, accurately and to use your own initiative.	√	
Being able to take initiatives forward within a given framework and direction. Understand when it is important to refer decisions back to a more senior member of staff or the team.	√	
Understand the role and operation of systems within a complex organisation. Be able to follow set systems and contribute to the continuous improvement of administrative procedures or the development of new ones.	√	
<u>Verbal Communication skills:</u>		
Ability to understand and communicate information to people with different levels of understanding.	√	
Ability to present information in concise clear manner to an individual or the team.	√	
<u>Interpersonal Skills:</u>		
Team player.	√	
Work independently and use and apply initiative.	√	
Experience of supervising, motivating and coaching staff.	√	
Assertive and confident when working across 'reporting		

Supporting People & Communities

lines'.	✓	
Professional and approachable manner.	✓	
Ability to build strong, effective working relationships with financial and non-financial colleagues/stakeholders – remotely and face to face.	✓	

<u>Written Communication skills:</u> Ability to write clearly and to produce management information as required.	✓	
Being able to adapt the style to the purpose and audience of each piece of written work.	✓	
<u>Time management:</u> Ability to plan and prioritise multiple tasks simultaneously in a proactive manner. Managing the expectations of senior managers, peers and colleagues.	✓	
<u>IT Skills:</u> Excellent working knowledge and experience of the Microsoft Office suite (Outlook, Excel, Word). Good working knowledge/experience of Sage 200cloud or other finance-based software.	✓ ✓	
Understand the role and operation of Finance within a complex organisation.	✓	
Personal		
Reliable, consistent, focused and flexible in both outlook and approach.	✓	
Excellent attention to detail.	✓	
Analytical mind.	✓	
Ability to work to and meet deadlines whilst managing a busy and varied workload.	✓	
Ability to think logically and apply that to complex/difficult situations.	✓	
Excellent organisation skills.	✓	
Good understanding of the importance of confidentiality and the ability to respect this in practice in relation to people supported and colleagues.	✓	
Understanding and acceptance of Carr Gomm values and the ability to put these into practice in day to day working.	✓	
Proactive and positive 'can do' attitude.	✓	
Continuous improvement mind-set.		✓