

<b>Job Title:</b>	Finance Manager
<b>Employer:</b>	Forres Area Community Trust
<b>Pay Scale:</b>	£20 per hour, equating to £6,240 per annum
<b>Hours of Work:</b>	6 hour working week, to be worked flexibly
<b>Responsible to:</b>	Development Manager
<b>Contract Length:</b>	12 months, with extension subject to funding
<b>Pension:</b>	Statutory workplace pension scheme
<b>Holidays:</b>	34 hours per year (including public holidays)

This post could be carried out on a self employed basis.

There is another post that is being advertised concurrently with this one, for Operations Manager, and FACT is open to applications for both posts from the same applicant.

### **About Forres Area Community Trust (FACT)**

FACT is a thriving third sector organisation that aims to make Forres a great place to live, work and visit. We follow the principles of sustainable development and our objects are to:

- advance citizenship and community development
- advance and protect the environment, culture and heritage
- advance education and lifelong learning for the benefit of the general public

As we grow, the complexity to manage multiple streams of funding and performance data for our suite of projects and services is similarly growing. Our next major step, having purchased Forres Town Hall through a Capital Asset Transfer, is to secure its long term future through a major refurbishment programme, and we are currently raising funds for this.

### **Post Aim:**

To manage the finances of Forres Area Community Trust and Forres Town Hall and/or other properties that FACT may occupy.

### **Main Tasks**

- Financial reporting
- Financial forecasts
- Budget & cashflow preparation
- Overseeing payroll

- Overseeing book-keeping (on xero)
- Reviewing & authorising payments
- Overseeing end of year accounts,
- Overseeing the finances of grant claims and Gift Aid claims
- Annual Report preparation
- Line management of part time Finance & Data Officer
- Supporting the Treasurer and Company Secretary, including by attending Board meetings
- Preparation and writing of reports and documents as needed

## **Person Specification**

### **Essential**

- Experience in financial management
- Excellent interpersonal skills: including the ability to work well with individuals and groups in a cooperative way, the ability to encourage and support others and the ability to network effectively with other key stakeholders
- Good level of computer literacy
- Ability to work as part of a team and on their own initiative
- An organised approach to work and excellent time management skills
- A good standard of written communication and numeracy

### **Desirable**

- Knowledge of the Forres area and the community
- Experience in similar role in the third sector
- Understanding of various computer programmes and applications including xero, airtable, and google workspace for non-profits
- Qualifications in finance.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.