**Reports to:** Chief Executive

**Revised:** May 2022

**Direct reports:** Finance Assistant

**Working hours:** 4 days per week/flexible

**Salary:** c. £38,000 pro rata

We are looking for an experienced and qualified Management Accountant who wants to use their skills as a member of a strong leadership team to grow our organisation in line with our significant ambitions.

Leuchie House is a unique, independent charity working in Scotland. Our professional care, nursing and therapy teams enable guests with long term conditions to have a great holiday which in turn, gives their carers a break. What we do makes a real difference to the lives of thousands of people. Beyond this we provide important health and technology resources and training which returns some independence to those with whom we work.

In these and other ways we are re-imagining respite for a future generation. We are a warm and welcoming organisation, with regular and active involvement of our Royal Patron. We are led by a very committed Board, with strong ambitions. We have emerged from COVID resilient, thriving and eager to make the next leap in our evolution, as an organisation which impacts people’s lives and our sector. We have a small leadership team which is committed to improvement through transparency and consultative, evidence-based decision making. Our very dedicated staff team of around 80 employees are essential to our operation.

*MAIN PURPOSE OF JOB*

All members of the leadership team have shared responsibility to ensure that Leuchie delivers high quality of care, as measured by the Care Inspectorate, within a financially sustainable operational model.

This role works very closely with the CEO and has lead responsibility for ensuring organisational delivery and growth takes place in the context of a sustainable financial model. With good attention to detail and through constructive challenge and advice, you will contribute to overall leadership, strategy design, planning and reporting.

Preparing budgets and accounts, accurately and pro-actively monitoring and reporting our income and expenditure and supporting decision making with financial planning information will be important features of the role.

*MAIN DUTIES & KEY RESPONSIBILITIES*

To include but not limited to:

* Ensure financial systems, processes and controls are in place and managed in accordance with statutory requirements, professional standards and the organisation’s needs
* Manage and prepare the annual budget and cashflow
* Prepare schedules and reconciliations to support the annual statutory accounts and ensure that the annual Audit process is managed to its conclusion
* Prepare monthly management accounts, report against budget and update cashflow forecast as required
* Support the team with financial information which assists decision making
* Oversight of aged debtors and creditors, escalating issues as necessary
* Oversee the continual improvement and expansion of finance and related systems
* Attend and contribute to full SMT meetings and Board meetings
* Any other reasonable duties as required

*PERSON SPECIFICATION*

* Professionally qualified accountant
* Able to demonstrate financial planning skills
* Knowledge and experience of charity and strategic finance
* Experience of working with CEO and Boards
* Ability to communicate information in a manner which can be used to inform decisions
* Knowledge and experience of finance/IT packages
* Computer literate, including database management
* Hardworking team member with a flexible approach and attitude to tasks
* Commitment to Leuchie’s vision and core values

*By accepting the job offer issued you agree to adhere to the duties and responsibilities outlined in this job description for the position of Head of Finance. A copy of this job description will be held in your HR file.*