



FINANCE & HR MANAGER

0.6 FTE, home-based within Scotland

ABOUT US

SCOTLAND: The Big Picture (SBP) is a charity that works to make [rewilding](#) happen across Scotland, as a solution to the growing climate and biodiversity crises, by influencing opinion and delivering practical change. Our vision is of a vast network of rewilded land and water, where wildlife flourishes and people thrive.

We are a small, friendly, agile and progressive team that works in a spirit of collaboration with many different interest groups to:

- Drive support for rewilding
- Commit more land and water to rewilding

Learn more about SBP and the way we work at www.scotlandbigpicture.com.

PURPOSE OF THIS ROLE

Over recent years, SBP has grown from a fledgling charity to an established and impactful organisation with an annual budget of over £1m in restricted and unrestricted funds.

This new Finance & HR Manager role will replace our existing Head of Finance, who will retire in the coming months, and have strategic and operational ownership of SBP's finances, as well as responsibility of SBP's HR policy and processes.

KEY LIAISONS

The Finance & HR Manager will report to SBP's Head of Operations, manage our Finance & HR Officer, and work closely with other members of the home-based SBP team, including colleagues in our Fundraising, Comms and Engagement, and Rewilding teams.

The role will also communicate regularly with SBP's Treasurer and the wider Board of Trustees to support their understanding of the charity's financial and HR management.

Where required, the role will also have contact with SBP's partners, suppliers and other external contacts in the course of managing the charity's financial agreements and transactions.

KEY DUTIES/RESPONSIBILITIES

Operational ownership of SBP's finances, including:

- Control and management of SBP's bank accounts and financial system (Xero).
- Responsibility for SBP's financial transactions, payments and payroll.
- Responsibility for external claims/reporting, including Gift Aid claims and VAT returns.
- Responsibility for SBP's financial processes, controls and policies.

- Line management and development of the Finance & HR Officer to support in the above.

Strategic ownership and governance of SBP's finances, including:

- Management and delivery of our annual budget and the budgeting/re-forecasting process, with input from the wider team.
- Management and delivery of our annual accounts and audit, in conjunction with an external accountant/auditor.
- Monthly financial reporting to the Management Team.
- Quarterly financial reporting to the Board of Trustees.
- Financial planning for the organisation, taking into account trends in spending and income, and planned growth of our activities, working with the Head of Operations.
- Assessment and communication of financial risks to the Management Team and Board of Trustees, working with the Head of Operations.

Financial advice and support to the wider SBP team, including:

- Providing financial information to feed into fundraising applications.
- Providing advice on VAT/financial risk in relation to new products, partnerships and agreements.
- Advising on budget creation and management for projects, commissions and operational areas.

Human resources policy and processes:

- Responsibility for SBP's human resource processes, controls and policies.
- Oversight of contracting and on-boarding of new employees.
- Oversight of holiday management and storage of key documents/information using our HR system, Breathe.
- Line management and development of the Finance & HR Officer to support in the above.

QUALIFICATIONS & EXPERIENCE

- Qualified accountant (ACA/ACCA/CIMA), or equivalent level of knowledge/experience.
- Experience of reporting, budgeting, payroll and other finance processes at an operational and strategic level.
- Experience in a charitable organisation, or good working knowledge of the unique aspects of charity finance, including management of restricted and unrestricted funds.
- Experience of taking ownership of either a finance function or a discreet finance area, along with the responsibility for its accurate management and efficient running.
- Experience of presenting and explaining financial information to individuals and groups with varying levels of financial understanding.
- Experience of HR management policy and process.
- Experience of working with Xero, or proven ability to get up to speed quickly with new financial systems.

KEY SKILLS/ATTRIBUTES

- Self-motivated and solutions-focused, with the capability and desire to take ownership of all relevant responsibilities and continually improve the charity's financial and HR processes.
- Comfortable working in a small organisational setting, without the support of a wider, multi-level finance and HR structure/team.
- Attentive to detail, in order to ensure that transactions, processes and reporting are accurate and reliable.

- Analytical, with the skills to provide financial analysis in support of decision-making and help others identify trends and anomalies in our finances.
- Skilled at taking financial data from a variety of sources (e.g. accounting software, bank, spreadsheets) and presenting it to a non-financial audience in an accessible format.
- Excellent organisational, time management and prioritisation skills, with the flexibility to respond to changing needs in a dynamic working environment.
- Ability to communicate confidently with a wide range of people and build positive relationships with colleagues, partners and stakeholders.
- Desire and ability to stay up to date with financial and HR governance law and requirements as they relate to charities.
- Motivated to be part of a committed wider team working towards our vision for rewilding in Scotland.

TERMS AND CONDITIONS

Salary: £37-39k per annum full-time equivalent (£22,200-23,400 at 0.6 FTE), depending on experience. Salaries are paid in arrears on the last working day of each month by bank transfer.

Hours: Working hours are flexible, but must equate to a minimum of 22.5 working hours (0.6 FTE) per week, Monday to Friday. The nature of the post may from time to time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.

Place of work: This role is home-based within Scotland and will require a suitable home office working environment (SBP can provide a laptop and support additional equipment needs). Attendance of meetings and events in other parts of Scotland will also be required periodically, with travel expenses paid in accordance with SBP's Expenses Policy.

Contract: Permanent.

Flexibility: Subject to ensuring that the needs of the charity and the role are met, SBP endeavours to meet the flexible working needs of its employees.

Holidays: 28 working days FTE per annum (16.8 days at 0.6 FTE) including public holidays, plus 5 additional office closure days between Christmas and New Year.

Pensions: You may be eligible to be enrolled into SBP's employee pension scheme. Written terms of the scheme are available on request.

Probationary period: 6 months.

Notice period: 2 months.

TO APPLY

Please submit your CV and a one-page covering letter detailing how your skills and experience equip you for the role.

Applications should be sent to **Hayley Gray** (hayley@scotlandbigpicture.com) by **5pm on Tuesday 18 February**. Any questions/enquiries should be sent to the same address. First round interviews will be conducted by video call shortly after the closing date.

SCOTLAND: The Big Picture is committed to equality of opportunity for all and we make recruitment decisions by matching our operational needs with the skills and experience of candidates irrespective of age, disability, gender, gender reassignment, sexual orientation, pregnancy or maternity, race, religion or belief, and marriage or civil partnership.