
JOB DESCRIPTION

Head of Finance & Estates

Our mission at Victim Support Scotland is to ensure that those affected by crime receive high quality support that will help them to recover from their experiences. We want victims and witnesses to be at the heart of everything we do so they have improved health and well-being, feel safer, more secure and informed and that we are an effective organisation, that makes a lasting difference. We aim to do this by adhering to our own organisational values of being supportive, striving for excellence and offering personalised and accessible services and these are reflected in the behaviours expected of all staff and volunteers.

Job Purpose

As a member of the Corporate Leadership Team (CLT) and reporting directly to the Director of Corporate Services, you will be responsible for overseeing all financial and estates activity within VSS, ensuring the beneficial use of all resources and capital to allow VSS to achieve its strategy and organisational objectives.

You will provide financial and estates management information to the VSS Executive Leadership Team (ELT) and will provide leadership to the Finance and Administration team in delivering a high quality and effective customer service.

You will create financial forecasting models, financial policies and procedures and lead on financial, estates and sustainability strategy and plans, in line with VSS overall strategy. You will ensure that all accounting and estates activity complies with regulations.

You will work closely with other members of the CLT and will support business planning.

You will be responsible for delivering recommendations from VSS' estates management strategy by ensuring the physical needs of the organisation are met in a manner that is appropriate and cost effective, and ensures compliance with health and safety regulations for VSS employees and service users. You are also responsible for the lease management for VSS occupied premises.

Key Accountabilities

- Ensure full and proper completion of all accounting processes and of all statutory reports and financial statements including the preparation and presentation of the Annual Accounts. Ensuring delivery of all accounting and financial activities, including (but not limited to) monthly management accounts, cashflow forecasts, annual accounts and budget forecasts, project costings and budgetary management, maintaining the fixed asset register and monitoring all VSS financial practices, ensuring a robust financial framework is in place and auditing requirements are met.
- Prepare all accounting and financial information to present in required format to the Executive Leadership team, Board of Trustees, and Committees on a quarterly, monthly, or more regular frequency, as required.

- To contribute to business planning and modelling to include live business data, performing the required analysis to support understanding of multiple aspects of business performance across a number of business platforms.
- Lead officer responsibility for annual returns to the Office of the Scottish Charity Regulator (OSCR); and UK Government.
- Assist the Director of Corporate Services in ensuring that budgets and financial strategies and plans will meet the needs of VSS as we seek to transform our organisation.
- Develop, implement and enforce policy related to financial governance, and providing advice on procurement regulations and oversight of how this is applied across the organisation.
- Measure financial policies and procedures and Environmental Sustainability against actual performance.
- Lead on relationship with organisations banking service provider.
- Overall responsibility for the preparation of all payroll activities including payroll payments, reports and forecasts.
- Contribute to overall goals and business planning of the Finance directorate through active participation in team and departmental meetings and supporting internal initiatives.
- Take responsibility for delivering estates management activity within VSS by ensuring the physical needs of the organisation are met in a manner that is appropriate and cost effective and ensures the health and safety of VSS employees and service users.
- As Head of Finance & Estates, you will lead various finance and estates projects, working across functions and with stakeholders across the organisation.
- Responsible for ensuring that VSS's finance system is fit for purpose and implement changes as required. To lead on any system upgrades required.
- Responsible for reviewing VSS's insurance and Death in Service cover needs, as well as arranging and advising upon VSS's insurances.
- Responsible for managing online pension submissions and other financial input to pension processes.
- Responsible for financial returns to Scottish Government and managing funding bids to government.
- Be a role model, showing energetic, determined, positive, robust and resilient leadership with an ability to inspire confidence and respect and exemplify high standards of conduct for all staff and volunteers.
- Adopt a flexible leadership style, able to move through visioning to implementation, through collaboration/ consultation to challenge as appropriate and able to give and receive constructive feedback.
- Within your areas of responsibility, ensure compliance with all related policies and procedures and statutory regulations. Provide additional management cover as requested when necessary.
- Work to embed a coaching culture within your areas of responsibility that upholds the values of VSS.
- Provide clear, authoritative and impartial advice and interpretation of complex situations.
- To provide effective support and performance management to ensure all staff within line management remit achieve their objectives within the agreed timescales.
- At all times role model the behaviours and values of VSS.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.

Communication Skills and Representing the Organisation

Internal: Board Trustees, Chief Executive, ELT, CLT, Heads of function, Operations Managers, Fundraising lead, employees at all levels

External: Financial Auditor, Scottish Government, Stakeholders, Partners, Pension Provider, HMRC, Local Authorities, Banking provider and other external professionals and providers as required.

- Uses high level of written and verbal skills to negotiation and agree contracts and inform tendering and procurement processes
- Builds and sustains relationships with external partners representing VSS at meetings relating to finance and estates
- Be able to communicate complex financial information in a simple manner to non-expert audience
- Required to use sensitivity and diplomacy whilst being assertive when dealing with managers and external partners

Additional Duties

- Provide effective line management and guidance to the Finance and Admin Team to ensure delivery of team and organisational objectives and absence cover as required.
- Responsibility for identifying and addressing staff delivery performance issues within the Finance & Admin Team and ensuring staff adhere to policy, procedure, and organisational values.
- In line with operational policies, conduct regular supervision and appraisal sessions with the Finance and Admin Team ensuring clarity of role and development, and actively developing the Finance Team to ensure skills and competencies are in line with the needs of the role, team and organisation more widely.
- As Finance Lead for the organisation is responsible for using judgement, within financial guidelines, when making decisions which will impact across VSS and its organisational needs and when providing guidance and advice to others.
- Financial Accounting Responsibility for organisation's total budget (current over £7m).
- As organisational lead for estates management activity will procure a range of services, equipment and be responsible for leases.
- Responsible for ensuring appropriate financial software is implemented and operational to maximise efficiency within organisation.
- Required to manage, produce and interpret complex business critical information and develop systems for analysis and interpretation of financial and estates information across VSS.
- Develops and produce financial and estates policies and procedures.

KEY REQUIREMENTS		
1.	Qualifications	EVIDENCED
	Educated to degree level	E
	Qualified accountant and current membership of a recognised chartered professional body	E
	Evidence of Continuing Professional Development	E
2.	Skills / Abilities	
	Strategic vision and awareness and clear understanding of VSS's vision	E
	Effective leadership style and ability to motivate, develop and manage staff towards high performance	E
	Ability to plan and organise a complex workload ensuring quality of output	E
	Innovation and problem solving	E
	Ability to demonstrate excellent teamwork	E
	Able to demonstrate customer focus to concentrate on existing and potential customers needs and wants and exceed expectations	E
	Excellent communication skills and interpersonal effectiveness	E
	Attention to detail	E
	Negotiation skills	E
	Analytical skills – must be able to understand, collect, analyse, report and present data	E
	Ability to work effectively in partnership with managers, senior colleagues, stakeholders and the board	E
	Ability to set clear objectives and standards to ensure accountability and responsibility of others	E
3.	Experience	
	Working knowledge of payroll and HMRC requirements	E
	At least 3 years post qualifying experience	E
	Experience and expertise in the use of Microsoft Office packages	E
	Experience of Estates/Facilities Management	D
4.	Knowledge	
	Extensive working knowledge of relevant accounting and finance legislation	E
	Knowledge of estates/facilities management	D
	Good working knowledge of integrated financial accounting package	E
	Knowledge of VSS across all teams and departments	D
5.	Behaviours	
	Highly self-motivated with effective leadership style	E
	Strong approach to performance management with the ability to define and measure outcomes of success	E
	Strategic thinker, able to deliver a vision of the future organisation	E
	Ability to cope with rapid and sustained change and competing demands	E
	Results focused	E
	Honesty and integrity	E
	Willing to be flexible in working hours and able to travel as required	E