



JOB DESCRIPTION: CORE OPERATIONS & FINANCE MANAGER

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| Job Title: | Core Operations & Finance Manager |
| Hours: | 35 hours per week |
| Reports to: | Head of Core Operations |
| Salary Banding: | F4 |
| Location: | Riverside House, Edinburgh or Pentagon Centre, Glasgow <i>A trial hybrid policy will be in place for 6 months upon reopening of Corra workplaces.</i> |

Job context

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve lives. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Job purpose

The Core Operations and Finance Manager will work as part of the Core Operations team to support the delivery of the team's objectives and overall workplan.

The jobholder will report to the Head of Core Operations and work closely with the Chief Executive, Deputy Chief Executive, Senior and Operational Managers and Trustees.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

The jobholder will personally, and through managing the finance team, be responsible for the development and operation of Corra's finance function, including its financial systems, processes, and activities; ensuring the security of Corra's assets; and providing financial reports, advice, and support to colleagues and Trustees to enable them to make sound business decisions; development and management of project work as assigned by the Head of Core Operations.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

Structure

An organogram showing Corra's structure, and where this role fits, is attached at Appendix 1.

Main activities and responsibilities

CORE OPERATIONS

The Core Operations Team is responsible for developing, delivering and overseeing Corra Foundation's systems, processes, policies and procedures for all aspects of our work, enabling effective delivery of the strategy.

The job holder will work within the Core Operations Team by:

- focusing on delivering a high level of customer service to all Corra Foundation's respective teams (including volunteers) and customers, with a can-do attitude, aiming to creatively respond to challenges and needs.
- committing to being result orientated, a good problem solver, flexible, collaborative, and proactive, aiming to positively and productively forecast business needs; effective tactically as well as strategic thinking.
- contributing to the team-wide objectives of updating, maintaining, and developing:
 - Corra Foundation's CRM system (Salesforce), taking lead responsibility for moving forward improvements relating to core operations and finance
 - the development of policies, procedures, and user manuals by proactively suggesting improvements which will increase efficiency and positive delivery of the overall strategic plan
- supporting the smooth running of core operations and office management;
- deputising for the Head of Core Operations during any absence.

FINANCE

The finance element utilises approximately 60% of the role. Key responsibilities include:

- Develop and implement policies and procedures which ensure effective financial management of Corra Foundation.
- Direct the operations of the finance team, ensuring the development and maintenance of appropriate systems, controls and records which ensure compliance with statutory and related accounting requirements.
- Facilitate the smooth running of Corra Foundation's financial activities.
- Prepare regular Board and management papers, including accounts, budgets and cash flow projections, which clearly and accurately communicate the financial position of Corra Foundation.
- Prepare statutory accounts and related audit information, in accordance with relevant accounting standards and statutory regulations.

- Plan, direct and supervise the work of finance team colleagues.
- In conjunction with senior managers, contribute to the risk management activities of Corra Foundation and maintain the risk register
- Oversee preparation of the monthly payroll, and associated statutory returns.
- Collate agendas and meeting papers for Corra Foundation's Audit Committee and Finance & Investment Committee. The jobholder is expected to attend these committee meetings and provide Minutes of these meetings.

PROJECT MANAGEMENT

The project management element utilises approximately 40% of the role. The job holder will focus on discrete pieces of project work on behalf of the Core Operations team, delivering to a high standard, on time and within budgetary constraints, including but not limited to:

- scoping out initial research where required to ensure that Corra Foundation has all the appropriate information at hand to inform decision making
- planning and project management of any projects, including scoping out resourcing, financial modelling, market research etc
- analysis of information and preparation of reports for senior managers and/or Trustees where appropriate
- preparation of financial business cases
- working closely with the Head of Core Operations, and any other senior managers to contribute to the furtherance of projects
- delivery of all projects from initiation to conclusion as agreed

SPECIFIC ACTIVITIES & RESPONSIBILITIES

These include, but are not limited to:

- Statutory: Year-end accounts and audit schedules
Liaison with auditors
- HM Revenue & Customs: Oversee the submission of relevant returns (e.g. VAT, Gift Aid, PAYE, P11ds etc)
Liaison with HM Revenue & Customs
- Management A/cs: Oversee preparation of monthly management accounts (actual/budget)
Preparation of analysis and reports for Trustees and senior managers
Treasury management
- Budgets & Cash Flow: Annual budgeting and mid-year forecasting
Cash flow projections
Treasury management
Analysis and report
- Payments: Review and authorise all payments
- Risk Management: Oversee the risk management process in conjunction with senior managers

- Investment Advisers: Monthly portfolio review
Liaison with advisers
Analysis and report
- Committees: Finance & Investment Committee and Audit Committee, paper collation/preparation and attendance

CORRA FOUNDATION-WIDE TEAM

Participate fully as a member of Corra Foundation's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra Foundation's business in fulfilling its strategic aims.

NATURE & PURPOSE OF CONTACTS

The jobholder will require to be in regular contact with a range of bodies and individuals to meet the requirements of the position, and may be required to represent Corra Foundation at any events, conferences or seminars as agreed with the Head of Core Operations.

Contacts include:

Internal

- Members of the Audit Committee and Finance & Investment Committee, which includes Trustees of Corra Foundation
- Regular liaison and reporting to the senior management team

External

- Corra Foundation's appointed audit advisers whilst undertaking external audit procedures
- Corra Foundation's bankers
- Corra Foundation's investment advisers
- Companies providing goods and services to Corra Foundation (equipment, stationery, printing, photographers)
- Contractors, sub-contractors etc
- Key stakeholders in relation to development projects

Corra team

Participate fully as a member of Corra's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra's business in fulfilling its strategic aims.

Relationships

The jobholder will require to be in regular contact with a range of bodies and individuals to meet the requirements of the position and may be required to represent Corra at any events, conferences or seminars as agreed with the Head of Core Operations.

Contacts include:

Internal

- Members of the Audit Committee, Finance & Investment Committee & Board of Trustees.
- Regular liaison and reporting to the senior management team

External

- Corra's appointed audit advisers whilst undertaking external audit procedures
- Corra's bankers
- Corra's investment advisers
- Companies providing goods and services to Corra (equipment, stationery, printing, photographers)
- Other organisations with whom Corra has a financial relationship e.g. The Scottish Government's Promise Office, Funding partners etc.

Key skills

- A qualified accountant with experience of accounting for a charity (of significant size) or similar organisation including knowledge of the Charities Statement of Recommended Practice, HMRC regulations and VAT as applied to charities;
- Experience of developing and implementing accounting systems and controls in a rapidly changing environment;
- Ability to prioritise, plan and organise both individually and on behalf of team members, so as to meet agreed reporting timetables and deadlines;
- Excellent report development skills including the use of a range of software programmes;
- An ability to analyse complex and diverse information and from this to provide a clear summary of options and recommendations;
- Strong interpersonal and communication skills and in particular an ability to provide clear and concise financial information in a manner that can readily be understood by non-financial colleagues;
- Ability to build a positive team spirit and to lead, inspire, motivate and support colleagues;
- Ability to promote and encourage an innovative and flexible approach to financial matters in line with the objectives of Corra;
- An affinity with the objectives of Corra and a keen interest in the work being undertaken;
- Ability to engage and develop positive working relationships with the wide range of Corra's stakeholders.
- The job holder must be willing to develop new skills as appropriate

Working conditions

This role will be based at Riverside House, Gorgie Road, Edinburgh or Pentagon House, Washington Lane, Glasgow, with a flexible approach to carrying out an element of work from home.

The jobholder is line managed by the Head of Core Operations. Regular support and supervision meetings as well as bi-annual appraisal meetings will take place.

Corra is committed to its staff, including through a focus on learning and development. Corra is a Scottish Living Wage employer, holds the Healthy Working Lives Bronze Award and is happy to consider flexible working.

Corra uses QuickBooks accounting software, the Microsoft suite of software, and Salesforce CRM.