

JOB DESCRIPTION

- Title:** Director of Finance and Administration
- Responsible to:** Chief Executive, Shetland Charitable Trust
- Responsible for:** The provision of all financial services and administration of Shetland Charitable Trust. This will involve both financial and management accounting services.

Overall purpose of the job:

To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision making process of Shetland Charitable Trust and to ensure the Trust and its subsidiary companies comply with all statutory and external requirements and regulations. As a senior officer in the organisation, the Director of Finance and Administration will be a key player in creating and maintaining the performance of Shetland Charitable Trust's financial and administrative services.

Key responsibilities:

- Contribute to the strategic planning and financial management
- Take the lead on financial accounting and reporting
- Oversee investments and disbursements
- Undertake management reporting, 3 year planning, budgeting/forecasting, ad hoc analysis for Trustees
- Devise and maintain financial systems, procedures and internal controls
- Ensure legal compliance

Main Duties

- Plan and co-ordinate the annual audit and prepare SCT annual accounts
- Prepare annual consolidated group accounts after audit
- Prepare annual tax computation
- Collate and co-ordinate annual budget
- Prepare monthly management accounts, quarterly financial reports
- Prepare monthly cashflow forecasts for the financial year
- Monitor cash on weekly basis and produce short term cash forecasts

- Prepare SCT Annual Return for OSCR
- Prepare quarterly VAT Return
- Prepare company secretarial/Company House filing as required
- Monitor and manage internal financial controls and administration of the Trust
- Authorise invoices, cheques and purchase orders
- Manage contracted services and Service Level Agreements
- Safeguard the Trust's charitable status through a comprehensive knowledge of relevant law, guidance and best practice in relation to the Trust Deed.
- Ensure compliance with administration and financial regulations in relation to charity, trust and company law and regulations
- Liaise with external advisers – accountants, lawyers, and other advisers where appropriate
- In conjunction with brokers, ensure that the Trust carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities
- Report on a monthly basis to the Chief Executive, Investment Committee and Trustees on the progress of all the Trusts investments
- Effectively manage the Trust's externally invested portfolio (in equity, bonds, property and cash)
- Meeting with Fund Managers on a biannual basis to review performance against the agreed investment objectives
- Monitor investment portfolio of the Trust and undertake investment appraisals, in line with the overall investment strategies
- Liaise where necessary with the subsidiary company staff and Boards
- Manage Agricultural Loan Scheme
- Manage Capital Works Bridging Loan Scheme
- Prepare information for the Trustee meetings and committees as appropriate
- Present and produce Board reports and financial information timeously
- Provide strategic direction to the Trust's long term financial planning
- Implement the investment strategy as directed by the Trustees involving Fund Managers and the Boards of the Trust's subsidiary companies (SHEAP, SLAP and Viking Project)
- Prepare 3 year Business Plan, 12 month budget and rolling 6 month review of the Business Plan

- Arrange internal audit visits as appropriate

Other

- To undertake other duties as required by the Chief Executive from time to time
- To work flexibly with other members of the team
- To maintain confidentiality at all times

Director of Finance and Administration

Person Specification:

| | Essential | Desirable |
|---------------------------------|--|---|
| Personal Features and Qualities | Capacity for strategic and logical thinking | Political awareness |
| | Integrity | |
| | Personal motivation and the ability to motivate others | |
| | Professional approach | |
| | Self disciplined and ability to work to tight deadlines | |
| | Capacity to work under pressure | |
| | Good communicator with the ability to interact with external agencies | |
| | Self motivated, ability to work in a small team | |
| Relevant Experience | At least 5 years relevant experience in an accountancy role, at least 3 of which should be in a supervisory or managerial role | Experience and knowledge of Charity accounting and related bodies' financial policies, history and objectives |
| | Practical experience of private sector investments, company accounts and taxation | |
| | Preparation of Final Accounts | |
| | Preparation of effective management reports | |
| | Undertaking investment appraisals | |
| | Previous experience of operating computer systems | |

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| Education | Fully Qualified Accountant | Management training |
| | Hold Membership of a recognised accounting institute | |
| | Educated to Degree Level | |
| Skills, Abilities and Knowledge | Effective Management Skills | Knowledge of Sage and banking software |
| | Excellent communication skills both written and oral | |
| | Ability to handle complex issues | |
| | An up to date knowledge of relevant financial legislation, accounting conventions and best practice | |
| | Good interpersonal skills | |
| | Supervisory and management skills | |
| | Financial management skills | |
| | Highly competent in Information Technology | |
| | Knowledge of Accounting packages | |