



SCOTLAND  
THE BIG PICTURE

**Rewilding** for nature,  
climate and people

## HEAD OF FINANCE

(home-based/part time – 3 days per week)

### ABOUT US

SCOTLAND: The Big Picture (SBP) is a charity that works to drive the recovery of nature across Scotland through rewilding, in response to the growing climate and biodiversity crises. Our vision is of a vast network of rewilded land and water, where wildlife flourishes and people thrive.

We are a small but 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
- Return missing species
- Develop rewilding business

Learn more about SBP: [www.scotlandbigpicture.com](http://www.scotlandbigpicture.com)

### PURPOSE OF THIS ROLE

SBP is a growing organisation with an exciting portfolio of nature recovery projects to deliver across Scotland. Our team all work remotely from home and this requires efficient administrative and financial management processes to ensure we operate effectively.

The Head of Finance is a new role, reflecting our recent growth and the need for strategic ownership of SBP's finance function.

### KEY LIAISONS

The role will report directly to the Executive Director (ED) and will communicate regularly with SBP's Treasurer and the wider Board of Trustees.

The role will be supported by a part-time Office Manager & Finance Assistant, who will report to the Finance Manager for the financial elements of their role.

The successful applicant will be part of SBP's Management Team (MT), which shapes the charity's operational and strategic direction.

Regular liaison with all members of the SBP team will be required, as well as communication with partners, suppliers and other external contacts.

## **KEY DUTIES/RESPONSIBILITIES**

### **Operational ownership of SBP's finances, including:**

- Control and management of SBP's various accounts and financial systems.
- Responsibility for SBP's financial transactions, including incoming/outgoing payments and payroll, with support from the Office Manager/Finance Assistant.
- Responsibility for SBP's financial processes, controls and policies, with support from the Office Manager/Finance Assistant.

### **Strategic ownership of SBP's finances, including:**

- Financial planning for the organisation, taking into account trends in spending and income, and planned growth of our activities.
- Assessment and communication of financial risks to the ED and Board of Trustees.
- Control and development of our 'financial story' (i.e. what we communicate to funders and supporters about our financial history and position).
- Management and delivery of our annual budget and the budgeting/re-forecasting process, with input from the wider team.
- Management and delivery of monthly financial reporting to the Management Team and wider team.
- Management and delivery of quarterly financial reporting to the Board of Trustees.
- Management and delivery of our annual accounts and audit, in conjunction with an external accountant/auditor.

### **Financial support to fundraising team:**

- Providing financial information (budget/cashflow/reserves/financial commentary) as required to feed into funding applications.
- Providing financial reporting/spend information to include in project/grant reporting to funders.

### **Financial oversight of projects:**

- Providing project income/spend details from our system for project managers to use in tracking.
- Reviewing project budgets and spend monthly with PMs as part of the reporting cycle to check projects are financially on track.
- Supporting the team to accurately and consistently budget for new projects.

## QUALIFICATIONS & EXPERIENCE

- Qualified accountant (ACA/ACCA/CIMA/equivalent) with proven experience of reporting, budgeting, payroll and other finance processes at an operational and strategic level.
- Direct 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 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 processes.
- Comfortable working in a small organisational setting, without the support of a wider, multi-level finance 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.
- Strong writing skills in order to articulate SBP's financial story.
- Motivated to be part of a committed wider team working towards our vision for rewilding in Scotland.

## TERMS AND CONDITIONS

**Salary:** £35-£37k FTE depending on experience. Salaries are paid on the 30<sup>th</sup> of each month by bank transfer and cover the period of the 1<sup>st</sup> of the month to the last day of the month.

**Place of work:** This role is home-based and will require a suitable home office working environment and equipment. Ideally, you will live within two hours of Aviemore to enable regular meetings with close working colleagues. Attendance of meetings and events held in other parts of Scotland may also be required. Travel expenses will be paid in accordance with SBP's expenses policy.

**Contract:** Permanent position.

**Hours:** Working hours are flexible but must equate to a minimum of 22.5 working hours 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.

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

**Holidays:** 28 working days FTE per annum 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 staff pension scheme. Written terms of the scheme are available on request.

**Probationary period:** 6 months.

**Notice period:** 3 months.

**Training:** SBP is fully committed to personal development and training and offers staff regular opportunity for both internal and external training.

## **TO APPLY**

Please email your CV, along with a one-page covering letter detailing why you are interested in the role and how your skills and experience can help SBP to realise our vision. If applicable, please include any current notice period obligations.

Applications (or interim queries) should be sent to Hayley Gray (hayley@scotlandbigpicture.com) by 7pm on Sunday 26 June 2022.

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 business 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.*