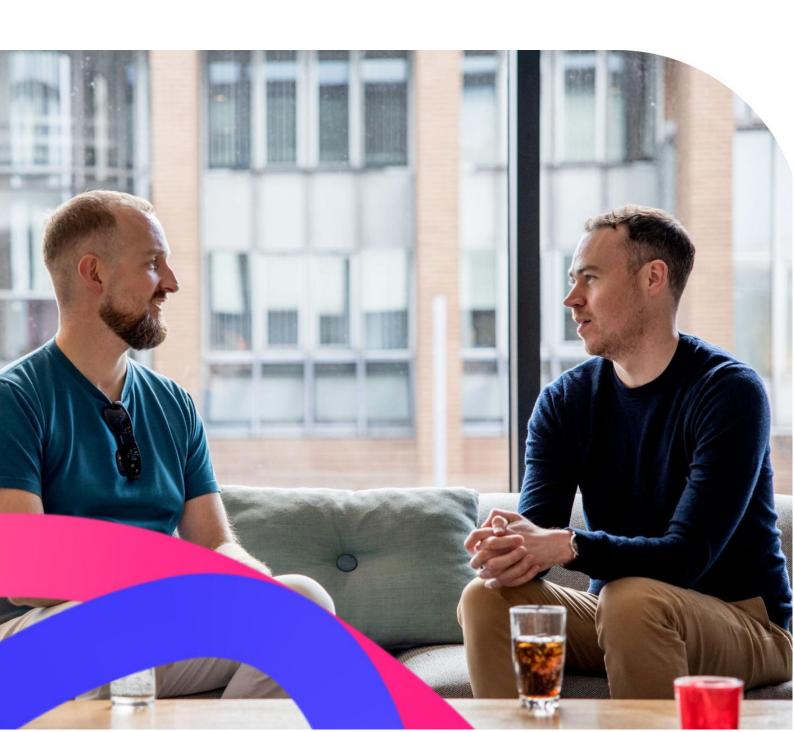
MND Scotland Finance and Operations Lead Job Pack



MND Scotland - About Us

About MND Scotland

MND Scotland is the only charity in Scotland dedicated to supporting people with MND, their families, and friends.

Since being founded over forty years ago, MND Scotland has provided practical, financial, and emotional support to anyone affected by MND whilst also funding essential research into finding effective treatments and a cure.

MND Scotland is funded entirely by donations and grants. The charity's patron is Her Royal Highness, the Princess Royal.

For more information, visit mndscotland.org.uk.





Finance & Operations Lead

Hours: Full time (35 hours per week)

Salary: Grade 6, £39,539.61 gross per annum

Contract: Permanent

Location: Glasgow office based with flexible working options

Directorate: Operations

Reports To: Director of Operations

Direct Reports: 3

Role Purpose

We are looking for an experienced, passionate and dynamic Finance & Operations Lead to join our Operations function.

Reporting to the Director of Operations as Finance & Operations Lead you will be an experienced financial professional able to provide guidance and support, building partnerships and maintaining strong relationships with the Executive Leadership & Senior Management Teams (ELT & SMT). Engaging with colleagues across the organisation, you will support budget holders to help develop their annual budgets as well as analyse and interpret financial performance to guarantee good governance is maintained.

The successful candidate will ensure that the financial management is done in adherence with all statutory and regulatory requirements, whilst providing financial clarity to inform decision making and action.

Key Responsibilities and Accountabilities

Key responsibilities of Finance & Operations Lead role will include:

- Develop and effectively implement and manage, key budgets and forecast reporting across the business, developing processes and procedures to ensure appropriate transparency of income and expenditure providing internal governance and stewardship to all activities.
- Development and maintenance of robust internal control systems, policies, and procedures to manage financial risks.
- Managing cash flow and expenses by monitoring transactions, developing, and enhancing monthly reporting.



- Preparation of management accounts and statutory year-end accounts.
- Preparation of Quarterly Vat Returns (Partial Exemption).
- Developing and implementing enhancements to our financial reporting systems to meet internal controls and SORP regulations.
- Project manage move from Sage50 to Cloud based accounting software to eliminate the need for a Terminal Server.
- Supervising and managing the finance team members and Operations & Volunteer Coordinator.
- Partner with CRM Lead, ELT & SMT to develop and establish regular departmental impact reporting required to support the charities decision making process.
- Deputise for the Director of Operations as required.

Essential Skills and Experience

With proven experience working in a Finance Lead role you will possess the following essential skills and experience:

- Accountancy qualification (i.e., CA, ACCA or equivalent).
- Minimum of 3 years' relevant experience.
- Knowledge of Charities SORP and statutory accounting regulations.
- Knowledge/practical experience of Sage accounting software system.
- Strong IT skills, including excellent proficiency in MS Excel.
- Demonstratable experience of improvement of processes, and project management experience of integration / migration of systems.
- Excellent analytical and conceptual skills to plan budgets, finance related projects and oversee staff activity.
- Excellent written communications and experience of report writing to non- financial experts.

Desirable Skills and Experience

- Knowledge or experience of MND.
- Working Knowledge of GDPR Regulations.

Essential Competencies

- An understanding of and commitment to the cause and vision of MND Scotland and to ensuring our supporter and stakeholders experience and needs help inform our activities.
- Open and skilled communicator with the ability to build trust and rapport quickly, collaborative in working approach with all.
- Values and encourages diversity.



- Focuses on delivery and quality.
- Excellent time management skills: ability to work to tight deadlines, prioritise own workload and direct the work of others.
- Integrity and approachability.

Personal Attributes

If you are someone who works well under pressure, who can manage an often varied and time-sensitive workload whilst acting with diplomacy and tact and who believes in our vision of a world without motor neuron disease, then we would love to hear from you.

MND Scotland Benefits, Rewards and Employee Recognition

The information below provides a brief statement of the benefits, rewards, and employee recognition schemes available. Please check your contract of employment, company policies and individual rules for eligibility and terms and conditions.

MND Scotland reserves the right to withdraw, amend the scheme and change providers as appropriate.

Employee Support and Wellbeing	Pension Scheme	Eligible employees are automatically enrolled in MND Scotland's Group Stakeholder Pension Plan operated by TPT Pensions within one full month from their start date. Currently MND Scotland contributes 7.5% of gross basic salary and employees are required to make a minimum gross contribution of 3% of gross basic salary.
	Life Insurance	3 x base salary cover. This is a day one benefit for all employees.
	Health Cash Plan Salary Sacrifice	Level one of cover with Simply Health provided for employees. Dependent children may be added at no extra charge. Option to increase level of cover and extend to spouse/partner. Reimbursement of expenses up to annual limits for dental; optical; tests; specialist consultations; complimentary therapies. This is a day one benefit for all employees. Salary Sacrifice will be available as an opt-in
		method to the way your contributions are deducted from your salary.
	Annual Leave Entitlement	31 days leave per year, plus one additional day awarded for each year of continuous service up to a maximum of 5 days.
	External Supervision support for our frontline staff	One to one external support from specialised counsellors. This is a day one benefit for frontline staff.
	Able Futures	A self-referral service which offers employees the opportunity to access mental health specialists that can help you cope with any difficulties that are affecting your focus and

	time at work. This is a day one benefit for all employees.
Enhanced Company	Eligible employees (one year's continuous
Maternity Pay	service)
Enhanced association sick pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment. This is a day one benefit for all employees.
Enhanced Carers Leave and Pay	One week's statutory unpaid flexible leave entitlement per year for those employees who are caring for a dependant with a long-term care need. Enhanced leave and pay will be considered. This is a day one right for all employees.
Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court. This is a day one benefit for all employees.
Birthday Off	Additional days leave for employees to have the day off to celebrate their birthday. This is a day one benefit for all employees.
Contribution to all staff Christmas lunch	Company will pay a contribution to the all-staff Christmas lunch. This is a day one benefit for all employees.
Half day Christmas shopping day	Half day shopping day to be used from 1 st to 24 th December. This is a day one benefit for all employees.
Recognition of significant/ milestone event	Gift card up to £50.00 per employee.
Flexibly Working Requests and Environment	Flexible working requests will be considered for all employees. This is a day one right.
	MND Scotland, currently approaches its working environment in a in hybrid model with a mix of office and home working.

Employee voice and opportunities	Staff Surveys	Have your say in the anonymous employee engagement survey and pulse surveys.
	Staff Training	Opportunities to gain skills and receive formal training, participate in working groups (such as CRM, Staff Engagement) and undertake CPD.

	Disability Confident Committed Employer.		
	Accredited Living Wage Employer.		
	Accredited Living Hours Employer.		
	Menopause Friendly Employer.		
ts	Equal Opportunities Employer.		
ion en	Supporter and Provider of Sanitary Products.		
Organisational Commitments	Our Pledge to Mental Health.		
i ii ii	On site Mental Health First Aiders.		
rge	Our commitment to continually review our benefits and wellbeing		
0 0	initiatives.		

