



MND Scotland
Head of Finance and Operations
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.



Head of Finance and Operations

- Hours:** 2.5 days per week (17.5 hours)
Salary: Grade 7 – £ 51,435.93 (pro rata £25,717.96)
Contract: Permanent
Location: Hybrid/Glasgow Head Office
Directorate: Operations
Reports To: Interim CEO
Direct Reports: Three

Role Purpose

Everything we do, and the way in which we do it, puts the MND Community at our core. Your role is to provide strategic vision and leadership to the direction and development of MND Scotland's internal financial and operational activities.

As a member of the Senior Leadership team (SLT), the Head of Finance and Operations will work strategically and collaboratively with colleagues and stakeholders to support the development and implementation of our strategic and business planning processes.

You will provide financial challenge across the organisation, embedding a culture of continuous improvement and efficiency and ensuring every penny our supporters raise is utilised for the best outcomes of people affected by MND.

You will be an experienced manager with considerable finance and administrative experience, preferably with a good knowledge of HR operations. You will also be experienced in working within a charity structure and will have a strong passion and commitment to help improve the lives of people affected by motor neuron disease (MND) across Scotland.

Key Responsibilities and Accountabilities

- As member of the Senior Leadership Team, the overriding purpose of the role is to ensure the smooth running of the small and committed team overseeing finance, HR, CRM database and administrative functions.
- You will have responsibility for the charity's financial management, ensuring strong controls, timely reporting, regulatory compliance and effective support to the CEO and Trustees.
 - Preparation of monthly/quarterly management accounts, cashflow projections and financial reports for CEO and Trustees,
 - Lead the annual budgeting process and monitor performance against budget,
 - Maintain and update financial procedures, internal controls and ensure compliance with charity regulations.

- Overall accountability for the implementation and management of budgetary and forecast reporting, developing processes and procedures to ensure appropriate transparency of income and expenditure for the CEO and Board, providing internal governance and stewardship to all activities.
 - Provide financial input into funding bids and grant applications.
 - Monitor restricted funds, grant expenditure and prepare reports for funders.
 - Close monitoring & reporting of research and other grant liabilities and commitments is critical.
- Monitor and evaluate the effectiveness of internal finance controls to ensure compliance with company policies, regulatory requirements and accounting standards.
- Manage all regulatory and statutory returns to the relevant bodies, including OSCR and Companies House, including acting as Company Secretary for MND Scotland ensuring all regulatory returns are submitted on a timely basis
- Overall accountability for the timely delivery of year-end financial statements and reporting pack and acting as key liaison with external auditor
- Provide strategic vision, leadership, oversight, and direction for all areas of operations with a focus on developing a professional and accountable operational management team.
- Overall accountability for the charity's People & Culture, providing direction and guidance to People & Culture Lead.
- Develop and implement departmental strategic plans across all functions, setting appropriate targets and reviewing regularly, ensuring a robust outcomes measurement framework is in place.
- Lead on operational risk management, identifying any strategic risks within your function and being accountable for managing and mitigating any identified strategic risks but also performing the role of subject matter expert for other members of the SLT and Board.
- Lead on Business continuity activities and disaster recovery scenarios.
- Responsible for oversight of day-to-day liaison with outsourced providers,
- Assist with Health & Safety activities, ensuring compliance with health & safety regulations.

Essential Skills and Experience

A qualified accountant, or qualified by significant experience, you will be ready for your next challenge. If this is going to be it, you'll be someone who inspires all those around you, and will be able to demonstrate the following throughout the recruitment process:

- Proven experience in charity or not-for-profit finance management with strong understanding of charity accounting, internal controls and regulatory compliance.
- Experience in leading teams in Finance, People & Culture, CRM & IT and Office Management
- Experience of financial processing systems (particularly Xero) including invoicing, payments, grant management and act as main contact point.
- Experience in the preparation of monthly management accounts, including forecasts and reporting, including to the Board of Trustees.
- Ability to provide Payroll advice to outsourced providers including new starts, sick leave information, etc
- Ability to support all programme areas in project budgeting and financial reporting to funders and Board.
- Experience of developing organisation-wide plans, business cases and proposals for service development based on a clear understanding of the needs of service users.
- An understanding of, and demonstrable commitment to the cause and vision of MND Scotland and to ensuring our supporter and stakeholders experience and needs help inform our activities.
- Good leadership skills with significant experience of mentoring and motivating teams in order that they thrive and grow.
- Strong evidence of risk management experience and the ability to manage large budgets.
- Proven interpersonal and negotiation skills with the ability to persuade, influence and, when appropriate, challenge with tact and diplomacy all key stakeholders from our beneficiaries and their families to all staff, the Board, volunteers, and supporters.
- Ability to articulate complex issues appropriately to a range of audiences both internal and external.
- Excellent time management skills: ability to work accurately to tight deadlines, prioritise own workload and direct the work of others.
- Ability to work with the SLT to support the preparation of funding applications.
- Good working knowledge of Word, Excel, PowerPoint, and Outlook.

Desirable Skills and Experience

- Experience of CRM database (preferably E-Tapestry).
- Human Resource knowledge.
- GDPR knowledge.
- Health & Safety knowledge

Personal Attributes

Our new Head of Finance and Operations will bring a 'can do' attitude and the ability to generate creative solutions under pressure.

You will have a clear vision and focus on continuous improvement both in terms of service provision as well as personal development across the wider staff team. Always focused on helping unlock the potential of the team, you will not shy away from the difficult conversations.

As a valued member of our charity, you will have personal presence but be approachable and act with integrity, while also pitching-in as a team-player.

As well as being a good communicator, who is able to build and maintain strong networks and relationships at all levels, we would like you to enjoy being an ambassador for a cause we are all passionate about.

Additional Relevant Criteria

We pride ourselves in operating a flexible working environment and collaborative working is at the core of what we do. To ensure we achieve this, you will be required to work from the Glasgow office on a regular basis.

This job description is current at the date of issue. As and when the work of MND Scotland develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

Date of Last Review: 17/04/2026

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	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 and is a taxable benefit.
	Salary Sacrifice	Salary Sacrifice will be available as an opt-in method to the way your contributions are deducted from your salary.
	Leave Entitlement	35* days leave per year, plus one additional day awarded for each year of continuous service up to a maximum of 5 days. *Includes four public holidays over the winter holidays. Plus, an additional 3.5 days to support staff wellbeing
	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 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.
	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.

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

Organisational Commitments	Disability Confident Employer – Level 2.
	Accredited Living Wage Employer.
	Accredited Living Hours Employer.
	Accredited Menopause Friendly Employer.
	Equal Opportunities Employer.
	Supporter and provider of disposable menstrual and menopause products.
	Our Pledge to Mental Health.
	On site Mental Health First Aiders.
	Our commitment to continually review our benefits and wellbeing initiatives.

