

Job Description

Finance Manager

Reporting to: General Manager

BACKGROUND

Mull and Iona Community Trust www.mict.co.uk was established in 1997 and is considered one of the more successful development trusts in Scotland. Currently employing around 30 full and part-time staff with a turnover of approximately £450,000 (excluding capital projects), the Trust is based at a purpose built community hub and business centre in Craignure.

Mull and Iona Community Trust (MICT) is a membership organisation managed by a board of volunteer directors drawn from the membership. MICT responds to the many needs of the local community and strives to improve the quality of life on Mull and Iona delivering projects ranging from Mull and Iona Environmentally Sensitive Solutions (MESS) charity shops, housing, community transport, recycling, countryside ranger services, renewable energy, a pontoon, training and capacity building. Diversification has been a key to the organisation's success.

Mull and Iona Community Trust (MICT) is incorporated as a Company Limited by Guarantee (regulated by Companies House) and is a Scottish Charity (regulated by the Office of the Scottish Charity Regulator). Separate reports are filed to each regulator each year.

Turnover varies according to the scale of capital projects each year but is typically in excess of £450,000 per annum, actual figure for 2017-18 was £1.1m. This level of turnover necessitates an independent external audit of the annual accounts.

MICT has a very strong balance sheet with net assets of £1.9m.

MICT is registered with HM Revenue and Customs (HMRC) for payment of Value Added Tax (VAT).

The finances of the organisation are complex, with income arising from a variety of sources including grants, donations and income earned from various enterprise activities. Various income and expenditure streams are treated differently under VAT and tax rules and this requires care when dealing with book-keeping and accounting.

Finances are managed using proprietary SAGE 50 Cloud accounting software.

MICT supports a number of other community organisations on Mull and Iona which includes provision of book-keeping and accountancy services. Currently there are six other companies supported in this way.

PURPOSE OF THE ROLE

As part of the senior leadership team, of an ever expanding social enterprise, the Finance Manager will provide support to the organisation, with the responsibility for managing MICT's finances. In addition the Finance Manager will have responsibility for managing the finances of the other organisations which MICT support.

The Finance Manager will be responsible for ensuring compliance with relevant financial legislation.

KEY ACTIVITIES & RESPONSIBILITIES

Management of MICT's finances;

- Monthly payroll including staff expense claims, pension contributions and dealing with various funders and banking requirements
- Data entry into SAGE
- Allocation of costs to project cost centres
- Updating the purchase ledger
- Processing supplier invoices
- Customer Invoicing

- VAT Returns
- Statutory reporting for sales of fuel including correct treatment of VAT and fuel duty
- Preparing monthly management accounts for project officers
- Preparation of quarterly management accounts to the Board
- Assisting project officers in preparation of grant claims and reports for funders
- Preparing the annual company budget, in conjunction with management and project staff
- Preparation of Company Accounts to trial balance with supporting information for the auditors and responding to queries
- Working closely with the MICT Accountant and Auditor
- Submission of annual reports to regulatory bodies (OSCR, Companies House, Financial Conduct Authorityetc. as appropriate)
- Training and supervising support staff who assist with data entry and basic book-keeping
- Monitoring cashflow and credit control, ensuring timely payments and receipts
- To work flexibly as part of a larger and very hands-on team

Management of other company finances

- Provision of book-keeping services to trial balance for larger companies
- Book-keeping and preparation of accounts for the smaller organisations
- Ensuring compliance with the various regulatory requirements of each organisation

Terms of Employment

<i>Reporting to:</i>	General Manager
<i>Salary:</i>	Grade 6 (range £24,000 - £25,500) subject to experience
<i>Normal Place of Work:</i>	An Roth Community Enterprise Centre, Craignure
<i>Length of Contract:</i>	Permanent
<i>Notice:</i>	Three Calendar month notice may be given on either side
<i>Annual Leave:</i>	20 days per year plus 13 public and local holidays
<i>Pension:</i>	A Company Pension Scheme is in place with a 6% Monthly Contribution from Mull and Iona Community Trust. Your eligibility will be assessed by Creative Auto Enrolment and you will be advised by personal email accordingly
<i>Hours of Work:</i>	37.5 hours per week
<i>Recording: sheets</i>	All employees of the Community Trust fill in monthly time
<i>Nature of Work:</i>	Occasional evening work will be a feature of this post, therefore time off in lieu is given. This must be taken on a monthly basis, and not accumulated and taken en bloc unless pre-arranged with the line manager.
<i>Training:</i>	Induction training will be provided. Specialist courses or training needs will be identified during annual staff appraisals or as required. Specialist courses or training needs will be identified at quarterly progress reviews with the line manager.
<i>Expenses:</i>	Out of pocket expenses are reimbursed by BACS on a monthly basis (or more frequently by cheque if required), on completion of an Expenses Claim Form.
<i>Vehicle mileage:</i>	If a private vehicle is used (by prior arrangement), mileage can be reclaimed on the said form at 40p per mile. Mileage to and from your place of work is not claimable.

Job Title: Finance Manager	Employer: Mull and Iona Community Trust	
Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • A good standard of formal education to Highers level 	<ul style="list-style-type: none"> • A suitable qualification in finance • Full European Driving License or equivalent
Work experience	<ul style="list-style-type: none"> • Book-keeping and financial management • Accounting • Interpreting and reporting data • Working as part of a team 	<ul style="list-style-type: none"> • Managing staff • Running payroll function
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Ability to judge the need for diplomacy, confidentiality and discretion • Excellent organisational skills • Excellent communication skills, including formal papers and reports • Positive and friendly approach to the general public, business people, directors and colleagues • Strong self-discipline to work effectively in the absence of close management • Good understanding of book-keeping, VAT and accountancy principles • Flexibility and ability to prioritise conflicting demands 	<ul style="list-style-type: none"> • Familiarity of Development Trust models and activities • Knowledge of project funding sources and application processes • Sympathetic appreciation of economic needs in rural communities
Technical Skills	<ul style="list-style-type: none"> • Good working knowledge of SAGE (or similar) accounting software • Good general computer competence (Word, Excel, Web, email, PowerPoint) 	<ul style="list-style-type: none"> • Good working knowledge of SAGE 50 Cloud • Good working knowledge of SAGE Payroll
Job Circumstances	<ul style="list-style-type: none"> • Strong motivation and enthusiasm for the role 	<ul style="list-style-type: none"> • Flexibility for travel including access to own transport