



Title	Finance Director
Place of work	TBC
Salary	£65-£69k FTE range dependent on experience
Hours of work	Part Time (min 10 hours per week) pro rata
Benefits	TBC

Overview of role

As the Finance Director for the Arran Development Trust you'll provide financial advice and provide trustworthy information about financial records to the Board of Directors and external stakeholders. You will take responsibility for the accounts function and financial control of Arran Development Trust and make an effective contribution to corporate planning and management.

Working strategically, your aim is to maintain and ensure the financial sustainability, security and transparency of the Trust.

Responsibilities

Strategic

- Propose and recommend clear, innovative strategic options that meet the aims of the trust and its stakeholders.
- Preparation and monitoring of financial plans and associated strategies. This will include forecasting and sensitivity analysis.
- Ensure robust financial appraisal of new opportunities and the development of financial models for new or changed developments or services using techniques such as discounted cash flow (DCF) methodology, payback, cost benefit analysis, sensitivity analysis etc.
- Assess and report on the effect of new projects and initiatives of the trusts overall financial wellbeing.
- Ensure the trust maximises value for money, quality, and cost efficiencies in all its activities.

Governance

- Advise the Board on financial, risk management, and ICT policies and strategies for achieving financial viability, value for money and the minimisation of risk.
- Ensure the production of good quality reports, understandable by Board members without a finance background, for information and decision making.
- Ensure that Arran Development Trust complies with the guidance and requirements of OSCR and other regulatory bodies.

- Ensure that the Trust complies with Freedom of Information legislation.
- Liaise with the external auditors to ensure that the Trust's finances are robustly audited and that the financial statements are presented to the Trust's Annual General meeting each year.

Financial

- Ensure the Trust's financial management systems and processes follow best practice and regulatory compliance, achieve strong and effective budgetary, planning, project management and cost control and set high standards in monitoring and reporting.
- Ensure the Trust's financial affairs are properly managed and controlled and that effective financial strategies are in place for supporting and sustaining all of Arran Development Trust's functions.
- Ensure that Arran Development Trust meets its statutory and regulatory obligations and operates properly within the law.
- Ensure preparation of financial statements and annual returns in accordance with statutory requirements and recognised good practice, and in liaison with the Trust's auditors.
- In liaison with the Senior Management Team, prepare annual budgets and financial plans for all the Trust's business.
- Monitor performance against budget through production of management accounts and other reports as required and advice on action to be taken.
- Monitor cash flow and produce appropriate reports and advice to allow control of expenditure by budget holders.
- Develop, monitor and report on the Trust's Treasury Management Strategy,
- Ensure that the Trust meets its existing and future loan covenants and has sufficient financial resources to meet long-term business planning requirements, including the effective and timely negotiation of funding agreements.
- Develop and recommend Investment strategies and managing cash flows to the maximum advantage of the Trust.
- Liaise with auditors, bankers, insurers, treasury advisors, legal advisors, HMRC, OSCR, SHR and other relevant bodies.
- Direct and support the finance staff in the efficient delivery of all finance duties.

Other

- Identify and manage risk in the finance, and ICT functions
- Attend training events and conferences as appropriate.
- Effectively participate and contribute to the broader aims of the Trust at all external meetings.
- Undertake any other duties which may be required in line with the needs and objectives of the Trust's business.

Person Specification		
Experience / Skill	Essential	Desirable
Certified Chartered Accountant	X	
Membership of appropriate professional body	X	

Appropriate qualification in accounting, finance and business	X	
Previous experience working within organization operating in housing/ building trade	X	
Previous experience working in third/ NFP sector		X
Experience managing high value funding applications	X	
Personal Characteristics	X	
High level of professionalism, integrity, honesty and discretion	X	
Self motivated and able to work with own initiative	X	
Strong analytical and problem-solving skills	X	
Organisational and time management skills	X	
Strong interpersonal and communication skills	X	
High levels of IT and numeracy proficiency	X	