

# Cycling Scotland

## Join our team



## Head of Finance and Corporate Services

**Starting Salary: £47,007. Pay Band 5: £47,007-£53,185**

**(Salary on appointment is at the start of the pay band)**

**Full time, permanent contract (part-time will also be considered for the right candidate)**

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. Due to the approaching retirement of the current postholder, we are appointing a new Head of Finance & Corporate Services. Reporting to the Chief Executive and Board, the role has responsibility for managing and overseeing all aspects of the Charity's finances. The role is a key member of the Senior Management Team with a focus on achieving the vision, mission and strategic aims of the charity and getting more people cycling.

This role is based in our central Glasgow office with flexible working in place and is full time: requests for part-time hours will be considered. We support flexible and hybrid working with staff working a minimum of one day a week in our office. The key responsibilities include to:

1. Manage all aspects of Cycling Scotland's finances, including budgets, management accounts, payroll, cashflow, audit and finance procedures and controls.
2. Manage the finances of TP&E, the social enterprise subsidiary of Cycling Scotland, in conjunction with the Head of TP&E, including budgets and audit.
3. Line manage and develop the Finance and Corporate Services team to ensure it meets the present and future needs of the organisation.
4. Prepare annual budget and quarterly management accounts and additional finance reports for funders, Cycling Scotland and TP&E Boards and Senior Management Team.
5. Oversee the implementation and updating of all finance guidelines, including purchase orders, grant funding, procurement, credit control, expense guidelines, asset management and invoicing procedures, ensuring adherence to guidelines.
6. Attend and act as secretariat for Finance, Audit & Risk Committee and Board meetings.
7. As Company Secretary, prepare and submit accurate statutory reports, including for OSCR and Companies House.
8. Manage financial year end processes and provision of information for audit.
9. Oversee the management of the charity's bank accounts, implementing strategies to maximise returns.
10. Oversee the management and administration of the charity's pension scheme.
11. Ensure insurance cover for the charity and subsidiary.
12. Act as a key member of the Senior Management Team, supporting other managers in the organisation to regularly review budget plans, expenditure and grant funding processes, and overseeing corporate services including HR and IT.
13. Foster a supportive culture to the organisation and, wherever relevant, to funders and stakeholders.
14. Deputise for the Chief Executive as required.
15. Perform any other duties considered relevant to the post.



## Head of Finance and Corporate Services

### Person Specification

	Essential	Desirable
<b>Relevant Experience</b>	Professional Qualification in accountancy	Chartered qualification or equivalent through work experience
	Experience managing staff and contractors or equivalent, demonstrable experience	Experience in a senior management team or equivalent experience
<b>Special Knowledge &amp; Skills</b>	Ability and experience of common Office packages, particularly MS Excel	Experience leading or managing corporate services functions
	Good working knowledge of Sage 50	Experience as a Company Secretary or equivalent role
	Experience of producing budgets and audit preparation	Knowledge & awareness of active and sustainable travel and interest in cycling
	Excellent written and oral communication skills with good attention to detail	Experience in business development, including in charity sector
	Committed to the promotion of cycling and sustainable transport	Experience of managing Cloud based IT
<b>Other Requirements</b>	Acting on own initiative and taking responsible decisions.	
	Effective team player and ability to lead by example, fostering a working environment that supports our organisational values	
	Evidence of commitment to ongoing professional and personal development	
	Willingness to work flexible hours on occasion	

## Head of Finance and Corporate Services

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### Employee benefits

#### Salary

Paid one month in arrears on 28<sup>th</sup> of each month.

#### Pensions

Defined Contributions Pensions scheme with employer contribution of 7.5%, employees' contributions 3% to 7.5%. Life Assurance Benefit.

#### Working hours

37.5 hours each week (or as contracted for part-time staff), not including a minimum 30mins lunch break each day.

#### Core hours

Cycling Scotland offers flexible start and finish times (between 08:00-18:00) outside of the core hours of 10:00 to 12:00 and 14:00 to 16:00.

#### Flexible working

Cycling Scotland will look to accommodate flexible working requests, taking into consideration the impact on the organisation and other team members whilst striving to support individual members of staff.

#### Annual leave and public holidays

36 days (pro rata for part-time staff) paid holiday each year (including three days during office closure for Christmas and New Year), three compulsory public holidays at Christmas and two days at New Year.

#### Volunteering and Outdoor time

Staff at Cycling Scotland can apply to engage in up to two hours per month of volunteering activity during working hours and enjoy 30 minutes of outdoors time per week.

#### Training and development

Staff are allocated an annual amount of £250 towards training and development.

#### Cycle to work scheme

Salary sacrifice scheme provides employees (after completion of probation) who cycle to work with a tax free, long-term loan of a bike and safety equipment.

#### Travel to work loan scheme

The loan will be for the employee to purchase an annual bus or rail season ticket at standard class travel.

#### Employee assistance programme (EAP)

This is a free and confidential resource for all staff which provides access to up to six counselling sessions on an annual basis plus unlimited access to a confidential helpline.

#### Maternity/paternity pay

Cycling Scotland offers enhanced maternity and paternity pay.

#### Retail discount

Employees can benefit from a 35% discount off Endura and Berghaus equipment and clothing