

<b>Role:</b> Finance Manager – Financial Control	<b>Region / Department:</b> Corporate Services – Finance
<b>Reports to:</b> Financial Controller	<b>Pay Band:</b> 5 Lower - £40,707 - £44,847 per annum
<b>Location:</b> Broadstone, 50 South Gyle Crescent, Edinburgh, EH12 9LD / Home working	<b>Type of Contract:</b> Full-Time, Permanent
<b>COST CENTRE</b> - 2101	<b>ACTIVITY CODE</b> - FFZ

### **JOB PURPOSE**

This role will be responsible for the day-to-day leadership of the Financial Control team which manages business processes, financial reporting information, system and associated tax and regulatory requirements within the Trust.

Reporting to the Financial Controller, the postholder is required to support them in delivering programmes of work that meet the Finance Team's objectives ensuring complete accurate and compliant reporting to internal and external stakeholders to tight deadlines.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Lead and manage a team, ensuring effective financial control operations.
- Oversee areas of Financial Control and reporting function including income recognition, intercompany and stock accounting, balance sheet management, and VAT/tax compliance, payroll facilitation, expenses review, .
- Ensure accuracy and timeliness in monthly, quarterly, annual and ad-hoc financial reporting, including statutory accounts and audits.
- Act as a key liaison for internal and external stakeholders (e.g. HMRC, auditors).
- Drive process improvements, automation, and best practice in financial systems and controls.
- Provide financial oversight for new income streams and system implementations.
- Maintain and develop internal controls and procedures aligned with FRS102 and OSCR SORP.

### **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

#### **Qualifications**

##### Essential

- Should hold an accounting qualification, or, be working towards or willing to work towards a professional accounting qualification (i.e. ACCA, CA or CIMA).

#### **Skills, Experience and Knowledge**

## Essential

- Strong experience in team management, balance sheet reconciliations, VAT, and financial compliance.
- Proven skills in financial systems, data manipulation, and policy/process improvement.
- Strong people management skills, including leading through change
- Well-developed analytical and numerical skills with a high level of attention to detail and accuracy
- Ability to work under pressure, juggling conflicting priorities, managing change and delivering to tight deadlines without compromising accuracy, work or provision of customer service
- Excellent Computer Literacy skills; an advanced user of spreadsheets; and ability to assimilate and adapt quickly to new packages and other information, technologies and systems.

## Desirable

- Knowledge of charities accounting and general accounting principles
- Knowledge of VAT including partial exemption and Gift Aid
- Experience in MS Dynamics 365 and Business Central.

## **DIMENSIONS AND SCOPE OF JOB**

### People Management

- Direct line management of up to 6 members of the Financial Control team
- Responsible for the continuing professional development of the resources within their responsibility.
- It is imperative that the post-holder is confident in dealing with colleagues at all levels within the organisation.

### Finance Management

- Is not a budget-holder
- The post holder will need to make sound, justifiable decisions with regard to financial issues and organisation wide process change. These will generally be required only after consultation with senior staff.

### Tools / Equipment / Systems

- This role is required to use MS Dynamics 365, Business Central, MS Excel

**The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

## **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by 23/06/2025

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Finance Manager - NTS"