

Edinburgh World Heritage

Operations & Finance Manager

Edinburgh World Heritage's Operations & Finance Manager is responsible for managing the operation of the charity, leading on the delivery of finance, governance, HR and office objectives to enable the organisation to run smoothly and efficiently. The post-holder also advises and supports the Board on all governance matters.

Part of the Senior Management Team, the Operations & Finance Manager supports the Director and other senior managers in the leadership and direction of the charity, helping to formulate and execute the organisational strategy and ensuring that Edinburgh World Heritage meets the goals of the integrated business plan and organisational outcomes.

Edinburgh World Heritage is an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage in everything we do – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city.

<u>Purpose:</u>	To lead the management of Edinburgh World Heritage's financial management, governance and operational systems to enable the delivery of the charity's mission
<u>Aims:</u>	<ol style="list-style-type: none">1. Lead financial management2. Lead operational management3. Manage the office
<u>Reports to:</u>	Director
<u>Contract:</u>	Full-time, permanent
<u>Salary:</u>	£30 000 - £35,000 depending on experience
<u>Pension Entitlement</u>	Employer contribution is 8%, post-holder can top up with their own contribution if they wish
<u>Working location</u>	Primarily home-working at present, moving towards hybrid home/office working location in later 2021
<u>Annual leave</u>	25 days plus 10 public holidays

Main responsibilities:

1. Financial Management

- Responsible for day-to-day control of the charity's finances and cashflow management
- Manage the Sage 50 accounting system and maintain the purchase ledger and sales ledger
- Manage relationships with external service providers including payroll and pensions
- Support all programme areas in project budgeting and financial reporting to funders
- Work with senior managers to manage capital grant finances
- Work with the Director and senior managers to write business cases for funding
- Maintain and implement financial management systems and processes
- Monitor the efficiency of financial management controls and suggest improvements
- Organise meetings of Finance and General Purposes Committee; lead on the preparation of agendas and papers, working with the Director and Committee Chair; take minutes of meetings
- Lead on the production of Edinburgh World Heritage's annual budgets
- Prepare monthly management accounts, including forecasts and reporting
- Manage the relationship with the auditor and the preparation of the statutory accounts

2. Corporate Governance

- Maintain statutory registers and company records
- Prepare and submit all regulatory and statutory returns to the relevant bodies, including OSCR
- Organise Board meetings, Annual General Meetings and meetings of Board Committees
- Lead on the preparation of agendas and papers, working with the Director and Chair; take minutes of meetings
- Ensure that decisions of the Board and Board Committees are implemented
- Support the Appointments Committee with trustee recruitment and induction
- Research and maintain a strong understanding of statutory, regulatory and charity requirements and ensure compliance
- Advise Board trustees on their legal and charitable responsibilities and on matters of corporate governance

3. Operational Management

- Maintain and implement operational management systems and processes
- Monitor the efficiency of operational management systems and suggest improvements
- Coordinate and plan for activities across all Edinburgh World Heritage programmes and facilitate operational support to meet organisational needs
- Manage the organisational risk register, proactively identify issues and instigate mitigation measures
- Lead on strategic planning and resource allocation across the organisation
- Lead the recruitment and induction of all staff
- Develop and maintain staff policies and procedures, manage all personnel processes and records
- Lead on staff development and training (including general, inclusion and digital)
- Involvement in relevant short-term action groups – e.g. fundraising, evaluation for monitoring and communicating the impact of the organisation, and diversity/inclusion.
- Coordinate the management of volunteers

4. Office & Facilities Management

- Oversee the management of the Edinburgh World Heritage office
- Manage procurement processes and supplier relationships, ensure that the charity is resourced adequately and cost effectively
- Manage the relationship with external IT service provider, ensure digital systems are secure and fit-for-purpose
- Develop and update health and safety policies and ensure compliance

5. Senior Management

- Support the Director and other senior managers to deliver Edinburgh World Heritage strategy and programmes
- Promote Edinburgh World Heritage's values
- Champion collaborative working and manage organisational resources
- Brief the Director, senior managers and Board on key operational issues as required
- Ensure that Edinburgh World Heritage remains a financially sustainable organisation, including providing financial advice and information to support funding bids

Skills & experience

You will have:

- Knowledge of statutory, regulatory and charity requirements
- A high level of numeracy, with significant experience in financial management
- Understanding of operational management systems
- Experience of working closely with boards or committees
- A track record of good management and leadership
- Outstanding administration and organisational skills
- Strategic planning and analytical skills
- Experience of building relationships with internal stakeholders, with skills in influencing and negotiation
- Office management experience

Behaviours & abilities

You will be:

- A collaborative worker, diplomatic in managing the competing demands of internal clients
- A leader, able to motivate and inspire others
- Excellent time manager, able to manage a number of complicated tasks simultaneously, with exceptional attention to detail, and deliver to tight deadlines.
- Highly motivated, proactive, results-orientated
- A problem-solver and decision-maker
- Resilient, able to solve complex problems by identifying creative solutions.
- Flexible, innovative, with an energetic attitude and a desire for continuous improvement
- Honest, a person who acts with integrity, respect and discretion
- Passionate about our work and committed to our vision, mission and values