

JOB DESCRIPTION

Title: Executive Business Manager

Responsible to: Chief Executive, Shetland Charitable Trust

Responsible for: The provision of all financial services and administration of Shetland Charitable Trust. This will involve both financial and management accounting services.

Overall purpose of the job:

To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision making process of Shetland Charitable Trust and to ensure the Trust and its subsidiaries comply with all statutory and external requirements and regulations. To ensure processes support the effective running of the business and as a senior officer in the organisation, the Executive Business Manager will be a key player in creating the culture that is required and maintaining performance of Shetland Charitable Trust's financial and administrative services.

Key responsibilities:

- To plan and manage the financial affairs for the Charitable Trust, thus ensuring that relevant, accurate and timely information is provided to the Chief Executive and Trustees to ensure the effective running of the Trust
- Contribute to the strategic planning and financial management
- Manage the Financial accounting and reporting processes
- Manage the Trust's Investments
- Manage the Disbursements Programme
- Undertake management reporting, 3 year planning, budgeting/forecasting, and ad hoc analysis for Trustees
- Manage financial systems, procedures and internal controls
- Ensure legal compliance
- Manage the development and delivery of a Media strategy
- Deputise for the Chief Executive as required

Main Duties

- Plan and co-ordinate the annual audit and prepare SCT annual accounts
- Prepare annual consolidated group accounts after audit
- Prepare annual tax computation
- Consolidate Annual Budget
- Prepare Monthly Management Accounts, quarterly financial reports
- Prepare Monthly cashflow forecasts for the financial year
- Monitor cash on weekly basis and the production of short term cash forecasts
- Prepare SCT Annual Return for OSCR
- Prepare quarterly VAT Return
- Prepare Company Secretarial/Company House paperwork as required
- Monitor and manage internal financial controls and administration of the Trust
- Authorise invoices, cheques and purchase orders
- Manage contracted services and Service Level Agreements
- Safeguard the Trust's charitable status through a comprehensive knowledge of relevant law, guidance and best practice in relation to the Trust Deed
- Ensuring compliance with administration and financial regulations in relation to charity, trust and company secretarial legal and regulatory matters
- Manage and liaise with third party advisers – accountants, lawyers, and other advisers where appropriate
- In conjunction with brokers, ensuring that the Trust carries appropriate insurance cover to protect its assets and for all aspects of its operational activities
- Report on a monthly basis to the Chief Executive, Investment Committee and Trustees on the progress of all the Trust's investments
- Effectively manage the Trust's externally invested portfolio (in equity, bonds, property and cash)
- Meeting with Fund Managers on a biannual basis to review performance against the agreed investment objectives
- Managing the local investment and property portfolio of the Trust and related companies and undertaking investment appraisals for new and existing business proposals, in line with the overall investment strategies

- Liaise where necessary with the subsidiary company staff and Boards
- Oversee the management of the Agricultural Loan Scheme
- Oversee the management of the Capital Works Bridging Loan Scheme
- Preparation of information for the Trustee meetings and Committees as appropriate
- Present and produce Board reports and financial information timeously
- Providing strategic direction to the Trust's long term financial planning
- Implement the investment strategy as directed by the Trustees involving Fund Managers and the Boards of the Trust's subsidiary companies (SHEAP, SLAP and Viking Project)
- Contribute to the preparation and implementation of a Strategic Plan
- Prepare 3 year Business Plan, 12 month budget and rolling 6 month review of the Business Plan
- Manage the Media Strategy and contribute to the public relations of the Trust

Other

- To undertake other duties as required by the Chief Executive from time to time
- To work flexibly with other members of the team
- To maintain confidentiality at all times

Executive Business Manager

Person Specification:

	Essential	Desirable
Personal Features and Qualities	Capacity of strategic and logical thinking	Political awareness
	Integrity	
	Professional approach	
	Self disciplined and ability to work to tight deadlines	
	Capacity to work under pressure	
	Personal motivation and the ability to motivate others	
	Team worker and ability to interact with external agencies	
Relevant Experience	At least 5 years relevant experience in an either an accountancy, commercial or financial role, at least 3 of which should be in a supervisory or managerial role	Experience and knowledge of Charitable Trust accounting and related bodies' financial policies, history and objectives
	Practical experience of private sector investments, company accounts and taxation	
	Preparation of Final Accounts	
	Preparation of effective management reports	
	Undertaking investment appraisals	
	Previous experience of operating computer systems	

Education	Degree or equivalent in business management, finance or accounting subjects <u>or</u> equivalent through training and relevant workplace experience	Qualified Accountant
		Hold Membership of a recognised accounting institute Business qualification – MBA Professional qualification in a relevant subject
Skills, Abilities and Knowledge	Effective Management Skills	
	Excellent communication skills	
	Ability to handle complex issues	
	An up to date knowledge of relevant financial legislation, accounting conventions and best practice	
	Good interpersonal skills	
	Supervisory and management skills	
	Financial management skills	
	Highly competent in Information Technology	
	Knowledge of Accounting packages	Knowledge of Sage and banking software