



JOB DESCRIPTION: HEAD OF FINANCE (Maternity Cover)

Job Title: Head of Finance (Maternity Cover)

Directly Supported By: Chief Executive

Location: Hybrid – King's Lynn, Norfolk

Salary: £54,000 (pro-rata for part-time)

Type: Part Time, Temporary (12 months) 2 days a week.

The Charity and The Vision.

Scotty's Little Soldiers is a charity dedicated to supporting military children and young people (0 to 25 years) who have experienced the death of a parent who served in the British Armed Forces.

Inspired by the experience of Army widow Nikki Scott, following the death of her husband Corporal Lee Scott in Afghanistan in 2009, the charity, which was set up in 2010, provides support and guidance to hundreds of bereaved military children and young people throughout their childhood.

In 2023 Scotty's supported 659 young people but aims to be supporting 1,000+ bereaved military children and young people annually by 2030. Having established a key role within the Armed Forces charitable sector over the past decade, Scotty's is now embarking on a growth phase to build a charity capable of delivering its 2030 goals.

Introduction.

This role is a temporary, part-time position of Head of Finance (Mat Leave Cover), taking responsibility for the charity's day-to-day financial management. The successful candidate will be covering the responsibilities of the current Head of Finance during her maternity leave.

Key Duties:

- Management of the finance function.
- Preparation of budgets, forecasts, and cash flows.
- Maintenance of financial ledgers and accounting processes.
- Preparation of Monthly Management Reports for Chief Executive & Trustees.
- Cash management and treasury duties, including credit control.
- Stock control.
- Management of Grant income and spending.
- Ensuring that appropriate systems and internal controls are maintained.

- VAT and Statutory Accounts
- Audit work.

The Scotty's Way & our non-negotiables.

At Scotty's, our personal performance is only 50% of what success looks like. Our culture is as important to us as anything else. If you agree to join the team, you are signing up to *The Scotty's Way*.

At the heart of The Scotty's Way are our four core values and four behaviours as created by the whole team.

Our values are:

1. Families Come First.
2. Everyone a Supporter, Every Supporter a VIP.
3. Love What You Do.
4. Remember, Every Day.

Our behaviours are:

1. Speak Up.
2. Actively Collaborate.
3. Embrace Change.
4. Show Respect.

To apply, please submit the below to team@scottyslittlesoldiers.co.uk

1. An up-to-date CV
2. A covering letter.