

# Finance Manager

**Hours: Full time position, 37.5h/week**

**Location: Based at Cluny Hill, Forres, Moray, Scotland**



**Findhorn  
Foundation**

The Findhorn Foundation, an internationally renowned centre for spiritual development in northern Scotland, is inviting applications for a Finance Manager. This role is open to anyone with the required qualifications and skills who feels called to serve the planetary purpose of the Foundation. Ideally, you will have attended a Findhorn Foundation Experience Week, but this is not a prerequisite. This is a senior role within the Finance and Accounts department and you will report to the Head of Finance.

## **RESPONSIBILITIES:**

- To be the point of contact for all queries on accounts and to line manage two staff for the sales and purchase ledgers and the payroll function.
- Responsible for checking that all reconciliations (bank and income) have been completed each month and that reconciling items are followed up and resolved.
- Maintain the fixed asset register - post depreciation, purchases and disposals each month.
- To review the nominal ledger each month, ensuring all control accounts are reconciled.
- Assist Head of Finance to produce monthly management accounts, margin reports and costings.
- Assist the Head of Finance in other financial reporting and analysis tasks from time to time as required.

## **REQUIREMENTS/SKILLS:**

- Very good working knowledge of bookkeeping, particularly on Xero, and of all the systems that feed into the accounts.
- AAT or equivalent qualification.
- Minimum 4 years bookkeeping experience.
- Minimum 2 years with overall responsibility for nominal ledger.
- Alignment with and commitment to the principles and objectives of the Findhorn Foundation and the Community Common Ground principles.
- Integrity, dependability and openness with commitment to good governance.
- Ability to manage a small team to ensure deadlines are met.
- Clear communicator and able to work as part of a team.
- Good interpersonal skills including good written and verbal reasoning skills.

**To apply:** Please refer to the Findhorn Foundation website for a full Role Profile and Person Specification <https://www.findhorn.org/jobs/>, then send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org).

**Closing date:** 9am Monday 3rd October 2022