



Join our team!

**Head of Finance**



**Glasgow  
Children's  
Hospital  
Charity**





## Job Description: Head of Finance

### Reporting to

Chief Executive Officer

### Salary

£45,000 - £58,000 DOE

### Hours

35 hours per week, flexibility will be considered

### Contract

Full-time, permanent

### Holidays

25 days plus 10 bank holidays

### Location

Hybrid - various locations throughout Glasgow, Paisley HQ, working from home


We are seeking an experienced Head of Finance to join our senior management team and play a key role in shaping our strategy, financial sustainability and operational excellence.

As a leading Scottish children's healthcare charity, operating within a group structure that includes both charitable and trading subsidiaries, we raise between £4-5 million per annum.

We deliver meaningful impact through services, grant funding and community engagement. This role has arisen due to the pending retirement of our current Head of Finance, who has been with the organisation for 21 years.

**To apply for this position please email your CV and cover letter to [heather.kaulfuss@gchc.scot](mailto:heather.kaulfuss@gchc.scot)**

**Closing date: 12 noon, 19 May. Interviews: 23 May**



“ This role has been busy and challenging, but always incredibly rewarding. I’ll miss the team the most. Everyone pulls together and you feel like you’re contributing to something much bigger than yourself. The organisation has grown significantly during my 21 years, and it’s an exciting time to further develop the Finance remit. You will be challenged, but it’s worth every minute. ”

**Alison Gardner, retiring Head of Finance**

## Role Purpose

To lead and develop the charity’s financial strategy, ensuring robust financial governance, effective risk management, ensuring compliance with relevant regulations and the delivery of management reporting across the group structure.

You will also support strategic decision-making and ensure the long-term sustainability of the organisation.

## Key Responsibilities

### Strategic Financial Leadership

- Lead on financial strategy and planning across the group structure.
  - Work closely with the CEO and Board of Trustees to inform strategic and operational decisions.
  - Advise on financial implications of strategic plans, investments, funding opportunities, and organisational growth.
  - Seeking software solutions to automate processing and accounts preparation.
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# Key Responsibilities (cont'd)

## Financial Management & Reporting

- Oversee all financial functions including budgeting, forecasting, cash flow, and reserves management.
- Lead the preparation of management accounts, statutory annual accounts (in compliance with the Charities SORP and UK GAAP), and consolidated accounts for the group.
- Present clear financial reports for the Board of Trustees and Finance & Legal Committee.
- Control and management of group bank accounts and financial systems.
- Responsibility for group transactions, payments and payroll.

## Group Structure Oversight

- Ensure appropriate financial controls, governance, and reporting across both the parent charity and its multiple subsidiaries.
- Work with subsidiary boards, committees and managers to align financial practices and optimise performance.

## Governance & Compliance

- Ensure compliance with OSCR, HMRC, Companies House, and other relevant bodies.
- Lead on the annual audit process, acting as primary liaison with external auditors.
- Maintain and develop finance policies, procedures, and internal controls.

# Key Responsibilities (cont'd)

## Leadership & Team Development

- Manage and support the finance team to deliver high-quality service across the organisation.
- Foster a culture of financial awareness and accountability throughout the charity.
- Contribute as a proactive member of the senior management team.

## Other

- Willingness to attend charitable events and activities, often out with core working hours including evenings and weekends.
- Networking.
- Build relationships with key stakeholders including NHS staff, suppliers and volunteers.
- Continuous professional development.
- Any other duties as required by the CEO.







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## Person specification

# Who we're looking for

### Essential Criteria

- Qualified accountant (e.g., CA, ACCA, CIMA, or equivalent).
- Significant post-qualification experience in a senior finance role.
- Experience in charity finance, including SORP, restricted funding, and fund accounting.
- Excellent communication skills, with the ability to present complex financial information clearly to non-financial stakeholders.
- Proven line management experience.
- Strategic thinker with strong analytical and problem-solving skills.
- UK driving license and access to vehicle.
- Willingness to drive Charity van on occasion, with training.
- PVG will be required.

### Desirable criteria

- Experience in a Scottish charity context and knowledge of OSCR regulations.
- Experience working in a group structure, with knowledge of intercompany transactions and consolidated accounts.
- Experience of working with trading subsidiaries.
- Familiarity with fundraising and grant reporting.
- Experience of working with volunteers.
- Experience of Sage and Excel financial modelling skills.
- Experience of Raisers Edge NXT.



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## Benefits **Working with us**

We care about our team and have a range of financial and work-life benefits that make Glasgow Children's Hospital Charity a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Employee Health Plan including counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Continued professional development including training, membership of professional bodies and progression opportunities