



Join our team!

Finance Manager



**Glasgow
Children's
Hospital
Charity**



Job Description: Finance Manager

Reporting to

Chief Executive Officer

Salary

£42,000 - £50,000 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, working from home

As a leading Scottish children's healthcare charity, operating with a group structure that includes charitable and trading subsidiaries, we are seeking to recruit an experienced Finance Manager to join our team.

You will play a key role in shaping our financial sustainability and operational excellence.

With a combined income of approximately £4 - 5 million per annum, we deliver meaningful impact through services, grant funding and community engagement.

To apply for this position please email your CV and cover letter to heather.kaulfuss@gchc.scot

Closing date: 12 noon, 14 August. Interviews: 20-21 August




Role Purpose

To manage the charity's financial activity, ensuring robust financial governance and effective risk management, compliance with relevant regulations, and the delivery of management reporting across the group structure.

Key Responsibilities

Financial Management and 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 CEO, which will be available to review by 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.
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Key Responsibilities (cont'd)

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 OSCAR, 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.

Management

- 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.

Other

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

“ 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 Accountant & Company Secretary





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Person specification

Who we're looking for

Essential Criteria

- Qualified accountant (e.g., CA, ACCA, CIMA, or equivalent).
- Post-qualification experience in a 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.
- UK driving license.
- 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