



SSF ★

Transforming young lives
through sport

CANDIDATE
INFORMATION
PACK

Finance Manager

CHARITY NO. SC034085

Who we are

Our vision

A world where young people fulfil their potential.

Our mission

We use sport as a catalyst to enable young people to be healthier, more confident and more resilient, so they are better prepared to combat the effects of poverty, trauma and adversity.

What we do

We enable young people, living in challenging environments, to become champions for good in society.

We are

Connecting, listening, and acting.

Educating and enabling others to expand our impact.

Creating spaces for young people to feel safe and welcome.

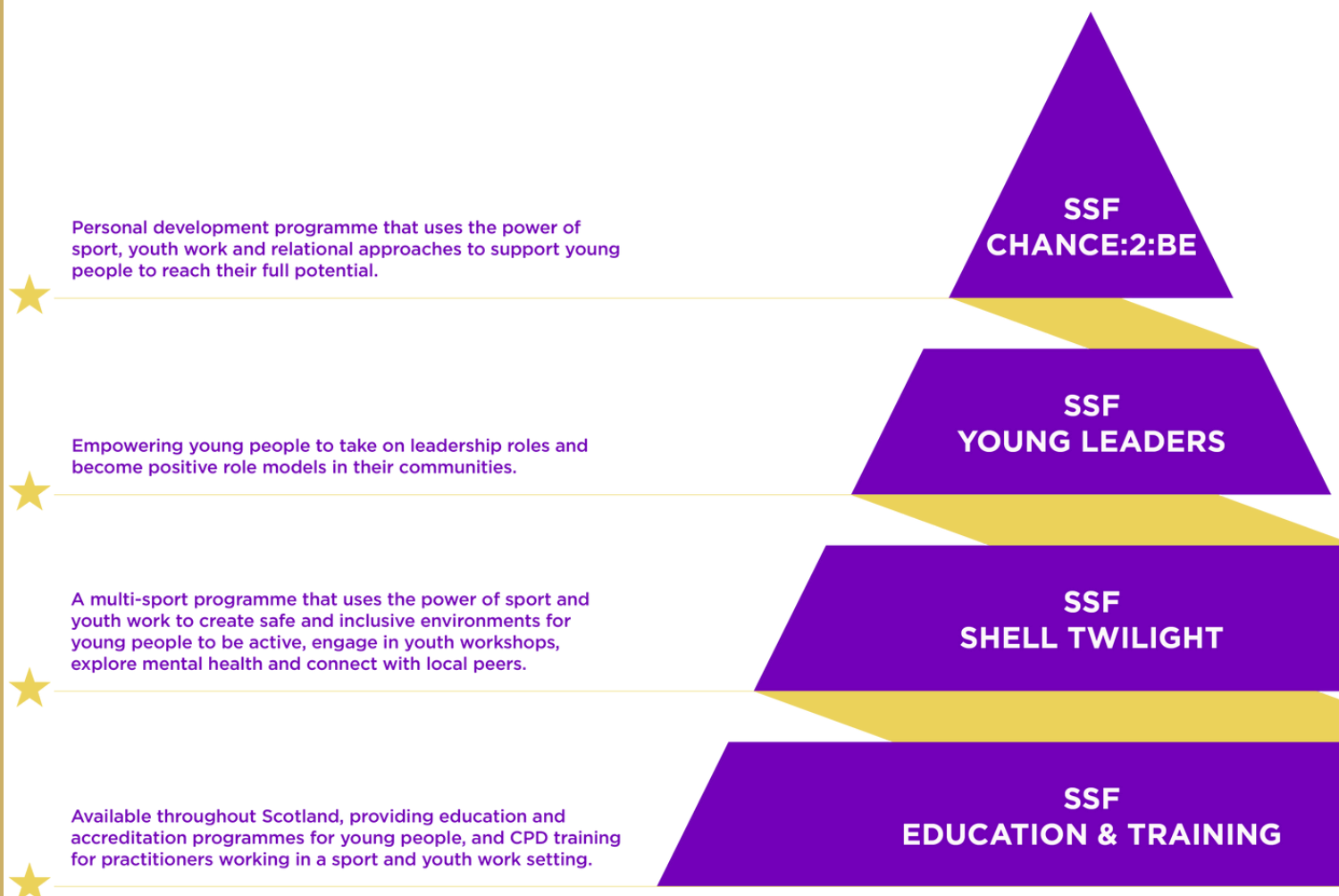
Harnessing the power of sport.

TRANSFORMING YOUNG LIVES THROUGH SPORT

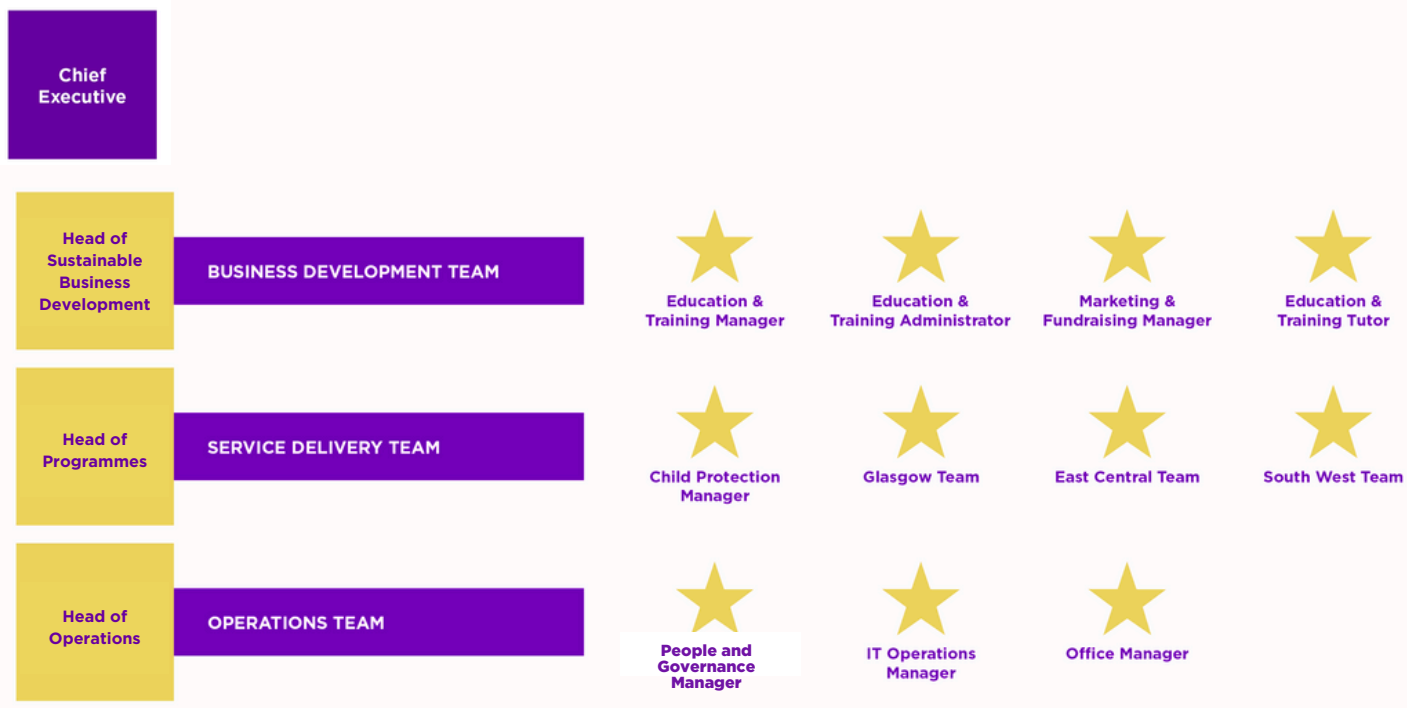


Our programmes

We are working intensively to offer the full SSF "triangle" of provision across four local authorities: Glasgow, Fife, Stirling, and North Ayrshire. In addition, through our SSF Education & Training programme, we provide opportunities for young people across Scotland to take part in training and accreditation, as well as upskilling practitioners working with young people.



Structure of SSF



Values and Benefits

We are proud to have a culture which is inclusive and collaborative, where our people are valued and supported to lead and develop ground breaking initiatives with young people and communities at the heart. The successful candidate will embody SSF's organisational values:

Empathy

We are compassionate, understanding, always listening

Leadership

We are decisive, ground-breaking, experts in what we do

Inclusivity

We are diverse, equitable, Inclusive by design

Passion

We approach our work with dedication, love and care

Benefits of working with SSF:

- Living wage employer
- Staff uniform
- Flexi-working time and TOIL policies
- CPD and training support
- Auto-enrolment pension scheme
- 29 days including public holiday-pro rata and birthday/personal day
- Employee "Wellbeing Days" intended to encourage staff to take time for themselves and to look after their own health and wellbeing
- Access to employee benefit system which includes cycle to work scheme, discounts and employee assistant programme
- Company enhanced leave including sickness, maternity/paternity leave, carers leave, miscarriage, parental bereavement and compassionate leave

The Role

Position: **Finance Manager**

Hours: **28 hrs**
Open to requests for flexible and hybrid working arrangements

Contract: **Permanent**

Salary: **£35,020 pro rata (salary £28,016)**

Responsible to: **Head of Operations and Digital Strategy**

Based: **Glasgow/Hybrid**



Duties and Responsibilities

The Role

The Finance Manager plays a critical role in ensuring the financial health and sustainability of the organisation. This role is responsible for maintaining accurate financial records, overseeing budgeting and forecasting, managing cash flow, and ensuring compliance with statutory and regulatory requirements.

The Finance Manager supports the Board of Trustees and Senior Leadership Team (SLT) by providing timely, accurate, and insightful financial reporting. The role also includes preparing for audits or independent examinations, ensuring compliance with UK charity accounting standards (SORP), and supporting funding applications and grant reporting with financial data.

Key Responsibilities and Main duties:

- Contribute to the 3 year strategy and build budgets that reflect the plan and activity.
- Provide financial leadership and guidance to colleagues, responding to feedback and promoting financial awareness across the organisation.
- Planning and Delivery
- Prepare monthly and quarterly financial reports for Managers, SLT (Senior Leadership Team) and Trustees, highlighting variances and areas of concern.
- Manage bank accounts, process payments and reconcile transactions.
- In conjunction with People and Governance Lead prepare payroll for approval by CEO.
- Ensure compliance with charity financial regulations and reporting requirements such as SORP and OSCR.
- Prepare annual financial statements liaising with external auditors.
- Identify opportunities for cost savings and collaborate with relevant departments to implement efficiencies.
- Maintain accurate financial records using Xero and other software as appropriate.
- Ensure adherence to the Financial Procedures Manual and update it annually for Trustee approval.
- Prepare annual budgets and quarterly forecasts in conjunction with Managers and SLT.
- Maintain effective relationships with all SSF staff, ensuring effective controls for financial management are in place.
- Maintain strong relationship with external auditors and bank ensuring documentation is up to date.
- Identify opportunities for cost savings and collaborate with relevant departments to implement efficiencies.(e.g., budgeting, reporting, cost analysis).
- Work with People & Governance Lead to identify the learning needs and styles of colleagues in relation to finance processes and procedures.
- Stay up to date with relevant financial regulations, trends, and best practice.

Person Specification

Personal Qualities

- Demonstrates commitment to values of SSF
- Organised and self-motivated with ability to manage competing priorities
- Collaborative team player who can work across teams to achieve goals
- Communicates with empathy and clarity
- Willingness to learn and to adapt to new concepts
- Comfortable with ambiguity and complexity -can operate effectively in evolving organisations.

Essential Skills, Knowledge & Experience

- Minimum 3 years in financial accounting
- Experience of producing and analysing management accounts, budgets and forecasts
- Experience of preparing for audits and ensuring compliance with SORP and regulatory requirements
- Strong understanding of charity finance, government and legal framework (ie Gift Aid and Fund Accounting)
- Proficient in accounting software (SSF uses Xero)
- Highly skilled in Excel
- Excellent analytical and problem solving skills
- Attention to detail with high levels of accuracy
- Ability to explain financial concepts to non-financial colleagues

Desirable Skills, Knowledge & Experience

- Experience of working with Trustees and supporting strategic financial planning
- Experience of running a monthly payroll
- Familiarity with grant management and donor compliance requirements
- Willingness to learn and to adapt to new concepts
- Comfortable with ambiguity and complexity -can operate effectively in evolving organisations.

How to Apply

To apply for this post, please complete the application form provided alongside this job pack. Please note that CVs will not be accepted.

If there is anything we can do to make your application or interview process more accessible please get in touch with recruitment@ssf.org.uk. The examples could include, but are not limited to: video application, BSL interpreter, interview coach and remote interview.

The closing date for applications is **03/08/25 at 12 midnight.**

Completed applications should be sent to: recruitment@ssf.org.uk.

We will then shortlist all applications within a week of the closing date, so please double check your contact details on your application as we will be in touch regardless of the outcome.

From there, if your application is shortlisted, we will invite you to **attend an interview on 13/08/25.**

For an information discussion about the role, or for any additional information, please contact:

Kirsty McNab, CEO, kirsty@ssf.org.uk

Guidance

The information you supply in your application form will enable the interview panel to decide whether to invite you to an interview. Before you fill in the application form, please read the guidance notes below.

Your application

Read all the information about the job which is provided in the information pack. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have other experience outwith paid jobs, tell us about the skills and knowledge you have gained from that too.

Sections 1-7

Please complete these sections fully on the application form. These sections will be detached from your application, and forms anonymised for short-listing purposes.

Referees

Please give details of two referees. One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor, or a person within the Human Resources department within the organisation/company. We will not accept personal references.

Referees will not be approached prior to interview.

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