



## Job Description: Finance and Business Support Manager

Status:	Permanent, part-time
Location:	Easter Road Stadium
Hours:	4 days or 30 hrs/week, flexible office hours
Salary:	£35,000-£40,000 pro-rata (£28,000 - £32,000)
Closing Date:	As per advert
Start Date:	negotiable

We, Hibernian Community Foundation, are the charitable arm of Hibernian Football Club. We use the power of football to improve lives. Our strategic priority is to improve the physical and mental health of people from low-income households. We do this by providing community meals (1,000 each month), organising social, wellbeing and fitness activities from our Community Hub (450 people every month), and organising football sessions for people of all ages and abilities (700 participating weekly).

### Purpose of Role

Working with the Chief Executive, heads of departments and Board, to support the management of all finance and business support activities.

### Principle Accountabilities

#### 1. Finance

- Process all income and expenditure.
- Ensure safe and effective sign off and processing of invoices.
- Process expenses and ensure allocation to the correct cost centres.
- Support in the processing of salary payments.
- Assist in the preparation of monthly management accounts.
- Complete bank reconciliation activity.
- Manage Just Giving pages and income and process Gift aid applications.

- Undertake any finance activity to help the Foundation manage its finances effectively.

## 2. Business Support

- Provide secretarial support to the Board by organising meetings, circulating papers, taking minutes, updating governing bodies, and providing support to board members as required.
- Establish and manage all administration systems and records (including core HR processes). within the Foundation, offering support to the team and programmes.
- Identify the most efficient ways to organise support activities, utilising technology to its fullest potential.
- Support on the administration elements of fundraising events.
- Work with the wider Hibernian FC support teams to ensure the Foundation is an integral part of the Club.
- Ensure the office space and surroundings are well organised and maintained.
- Assist within diary management and meeting organisation.
- Undertake any task required to help the Foundation function effectively.

## Skills & experience

- Sound finance experience of processing and managing income and expenditure for an organisation. Experience of Xero would be desirable.
- Excellent written and verbal communication and interpersonal skills.
- Excellent planning and organisational skills.
- Advanced technical skills in particular Microsoft office suite.
- A finance qualification would be desirable.
- Proven experience of making a positive contribution to an organisation as part of a wider team.
- Ability to apply judgement and contribute to decision making.
- Desire to make constant improvements to processes and procedures.

## Benefits

Our staff remuneration package offers:

- 27 days leave per annum plus 8 bank holidays (pro rata, if not full time)
- Hybrid working
- Flexible working
- Pension scheme
- Personal learning and development budget

- Two complimentary tickets to home games at Easter Rd Stadium
- Staff discount scheme
- Cycle to Work scheme