



Role Profile and Application Pack

Role: Finance Manager
Part time (average 7-10 hours/week) flexible hours
Hours vary at different times of year
Freelance option available.

Salary: £29,000 to £30,000 per annum pro-rata, depending on experience.

Location: Campbell House, Gartnavel Royal Hospital,
1055 Great Western Rd, Glasgow G12 0XH
with some remote working possible.
Occasional travel to our bike workshops, bank, etc.

Role Purpose

To have overall responsibility for the day to day financial management of Common Wheel including the management and administration of financial systems and the processing of receipts and payments, including payroll. To work with the staff, and trustees to ensure accuracy, transparency and sound financial practice.

About Common Wheel

Common Wheel is an established mental health charity, first registered in 2001. We work with small groups of people and engage them in meaningful activities that help them live the best possible life despite mental health challenges. There are four major strands to our work: bicycle building and maintenance, music, art, and indoor climbing.

We aim to reduce isolation, develop new skills, improve mental wellbeing, and challenge stigma. Our values are: care, equality, positivity and partnership.

Mental illness and the associated stigma may lead to loss of employment, poverty, and withdrawal from society. Conversely, unemployment and poverty are likely to exacerbate mental illness. Common Wheel exists to break this cycle.

Common Wheel has a staff team of six people as well as a team of freelance musicians, artists and coordinators. We also work with volunteers. We are funded by various trusts, grants and donations as well as income generated through our bike sales and repairs at our premises in Maryhill and Bridgeton.

Music activities take place in the wards at Gartnavel Royal Hospital, at various care homes across Glasgow and at our base in Campbell House. Our arts sessions also take place at Campbell House and the climbing group meet at The Prop Store in Maryhill. With a range of activities, locations and staff we are a busy charity who requires someone to help us to manage the finances of the organisation and streamline our services.

Main duties

- Manage payroll
- Manage pension contributions
- Process payments to and from the organisation including invoices, card payments, bank transfers, cash donations etc
- Process staff expenses and petty cash
- Day to day bookkeeping, monthly updates of all postings and reconciliations
- Manage payment and renewals of supplies, utility and service accounts eg electricity, water, rent, telephone and broadband, insurance, memberships, IT hardware and software including licences and subscriptions
- Work with the Project Manager to prepare budgets for funding applications
- Keep records of trust and grant payments, offers and conditions of funding
- Oversee stocktaking
- Process Gift Aid
- Work with the Treasurer to ensure compliance with OSCR and HMRC
- Prepare cashflow and other finance reports for the Trustees and attend meetings as required
- Work with the Project Manager to prepare and monitor the annual budget
- Work with the Treasurer, Project Manager, and accountants to prepare annual accounts.

Person Specification

We are looking for someone with experience in bookkeeping and charity finance to join our small team.

Essential

- Proficient and experienced in the use of accounting software. We use Sage
- Good IT skills including Microsoft Excel, Microsoft Word, Microsoft 365 including Sharepoint
- Experience in working with accountants to prepare annual reports
- Methodical worker with attention to detail
- Excellent verbal and written communication
- Strong numerical abilities
- Ability to work to deadlines
- Ability to work independently and proactively
- Ability to work and relate to staff, participants, volunteers and external contacts in a professional and effective way
- Well organized, able to work under pressure and prioritise own workload
- Understanding of and commitment to Common Wheel's aims and values

Desirable

- Experience working in a charity
- An interest in Mental Health
- A relevant qualification
- Own transport

Other information

- This post will report to Common Wheel's Project Manager
- The role is subject to a PVG check
- Annual leave entitlement is 30 days pro-rata
- Common Wheel is a member of the NEST pension scheme
- References required

How to apply

For more information or for any questions about the role, please contact Alison Sommerville, Project Manager on 0141 211 0688 or email job.app@commonwheel.org.uk

Applications should be by CV and covering letter sent by email to job.app@commonwheel.org.uk

To arrive by midday on 13 July 2022

Interviews are expected to be held in person at our premises w/c 18 July 2022.