

Job Description - Finance Manager

Line Management	-	Chief Executive
Location	-	Hybrid: Edinburgh City Centre/Home-working (office working at least 60% of contracted hours)
Contract	-	Permanent
Salary	-	£35,000-£40,000 FTE (0.6 and 0.8 FTE will be considered, and flexible hours of working also considered)

The Project

Built in 1829, the former Royal High School is one of the most remarkable buildings in Edinburgh, and one of the most important neoclassical buildings in Scotland. It holds a truly awe-inspiring location with stunning views of Edinburgh.

The Royal High School Preservation Trust (RHSPT) was formed in 2015 to conserve the history and heritage of the former Royal High School for cultural and community benefit commensurate with the building's history and Category A-listing and UNESCO World Heritage site status.

The building has not had a permanent use since 1968 but the RHSPT has bold plans to redevelop the building through a £69m capital project into a cultural destination and iconic arts venue. It will become the National Centre for Music, where innovative programming, partnerships with our city's festivals, and collaborations with Scotland's talented musicians and performing companies will generate a vibrant creative energy every day. Visitors will listen, watch, learn, discover and practice music in every room.

The unused grounds surrounding the former Royal High School building will be transformed into a beautiful garden that is free for all to visit, located at the foot of the city's iconic Calton Hill.

The Role

The Finance Manager will oversee all aspects of financial operations, ensuring the accuracy and integrity of our financial data and reporting. Responsibilities will include managing day-to-day finance activities, reviewing fully accrued monthly management accounts for the Board, and producing a trial balance with supporting evidence for the annual audit.

This is a permanent role with responsibilities split across two organisations. The Finance Manager will work for RHSPT through the delivery of the £69m capital project, supporting the National Centre for Music in a modest way with comparable tasks, and will then move to employment with the National Centre for Music (separate charity number SC052564.) when it takes control of the site in 2027. Both organisations currently work from the same offices and are close collaborators. Further detail will be provided to applicants prior to interview.

Key responsibilities are to:

- Oversee and implement all supplier invoice processing including a purchase order system, authority matrix for approvals, monthly payment runs and ad-hoc payment runs

- Manage monthly project costs forecasting including tracking of agreed variances for internal reporting to Board and Finance Committee and with internal managers
- Manage cash forecasting including management of short-term deposits and tracking of medium-term deposits (over 1 month)
- Manage charity restricted reserves including coding of direct costs and computation of staff costs and overheads
- Liaise with external accountants (who prepare management accounts) to review management accounts and nominal coding, undertake detailed cost analysis as required and for the annual audit process
- Liaise with external accountants to process gift aid claims
- Lead financial administration of funding grants including reviewing grant agreements, preparing claims in line with the agreement and raising requests on Xero
- Manage charity insurance arrangements and documentation
- Longer-term, for the National Centre for Music, in addition to activities listed above – budget setting with the Chief Executive, VAT returns and other tax returns, tax relief claims (e.g. Orchestral Tax Relief), supporting box office systems development, and management of any more junior bookkeeping / finance staff.

As we are a small team, it is important that a flexible attitude is brought to the role to help deliver this exciting project. Key Relationships will include the Chief Executive RHSPT, Project Director, Chief Executive National Centre for Music, as well as with the Chair and Trustees of the Board.

Person Specification

Experience and Knowledge

- Experience of budgeting and financial/business planning
- Knowledge of, or experience of using Xero Accounting system
- Experience of producing financial reports for a range of audiences, including non-technical/lay individuals
- Previous experience of designing, developing and management of processes and procedures to promote efficiency
- Previous experience of working effectively in collaboration with a wide range of external agencies and partners

Skills and Personal Attributes

- Excellent communication (written and verbal) and reporting skills
- Excellent analytical skills with the ability to clearly explain technical financial information to non-finance specialists
- Able to work accurately and efficiently
- A positive, flexible and solution focused approach to work
- Ability to work as part of a team, as well as to use own initiative and prioritise own workload efficiently
- An understanding of the Third Sector financial landscape, including working knowledge of accounting in the Charity Sector including OSCR requirements.
- Understanding and commitment to equality, diversity, and inclusion.
- An interest in heritage, culture and music generally.

Employee Benefits

Bike to work scheme

Death in service provision

7% employer pension contribution

Equality, Diversity & Inclusion

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability, people from an ethnic minority background and those who identify as LGBTQI+.

Application Process

To apply please send a CV and Covering Letter of no more than two sides of A4 outlining your suitability for the role, to info@rhspt.org with the job title as the subject heading.

Closing Date

Monday 21 April 2025 at 12 noon.

Further information can be found on our website www.rhspt.org