



JOB TITLE	Reports to	BUSINESS CENTRE
Finance Manager	Head of Finance	Social Bite 1 Leith Walk, Edinburgh

WHAT IS THE PURPOSE OF THE ROLE?

The Finance Manager will be responsible for the financial management and reporting of the Social Bite coffee shops and provide additional financial support for the charity, ensuring compliance with associated regulatory and legal requirements. The role will also include wider operational duties to help and support the Managing Director, Finance and Risk Director, Head of Finance and SBL Head of Operations.

MAIN RESPONSIBILITIES

- Providing timely monthly management accounts and associated reports for Social Bite Limited (SBL)
- Weekly financial performance reporting for each of the coffee shops within SBL
- Preparing long term forecasts for SBL in conjunction with the Managing Director and Head of Operations
- Preparing monthly payroll information for submission to payroll provider
- Review and preparation of the quarterly VAT return for SBL as part of the Group VAT submission
- Monitoring of coffee shop cash management alongside the Head of Operations and Finance Executive
- Providing coffee shop sales analysis to support product line decision making
- Supporting the Finance Executive with credit control
- Monitoring and review of financial software used by SBL
- Documentation of key finance processes and continuously improving the way in which we do things to create efficiencies and a robust finance environment
- Supporting the Finance and Risk Director and Head of Finance with Board reporting
- Supporting the Head of Finance with successful completion of the annual audit and associated corporation tax returns
- Providing general operational support as required.

KEY CHALLENGES

- Conflicting priorities/time management: this can be a role that can have several conflicting priorities and deadlines that require you to use your judgement to manage expectations.
- Knowledge: there is much to learn in a company that seeks to be commercial but delivers substantial charitable impact alongside generating significant donation income. This is an innovative model within the charitable sector and with it comes a need to quickly grasp how it works and to appreciate the challenges that come with this.
- Collaboration: Working with employees, teams, and key partners to support them in achieving their objectives and improve ways of working together.
- Risk management: Managing the risk of a fast-moving hospitality business which is always looking to take on new challenges.



KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Previous extensive experience of working in a finance department.
- An accounting qualification is preferred (qualified by experience will be considered).
- Highly numerate, with a deep understanding of the company finances including Profit + Loss, Balance sheet, cash flow etc.
- High levels of integrity and professional standards.
- Track record of identifying and solving problems.
- Excellent interpersonal skills – an ability to articulate financial information in an engaging and informative way to non-financial colleagues.
- Naturally inquisitive, being prepared to ask “why” and constructively challenge others.
- Experience working in finance within a charity and/ or the hospitality industry beneficial.

PERSONAL ATTRIBUTES

- Passion for our cause of ending homelessness and commitment to working to transform the lives of homeless people across Scotland.
- A strong collaborator who values working in a team.
- Preparedness to work in a fast-paced, growing social enterprise, manage time effectively and being prepared to play a hands-on role in a young organisation.
- A willingness and commitment to undertake the role in a professional manner and always maintain a high standard of work.
- Ability to represent the work of Social Bite with commitment and integrity.

RELATIONSHIPS – Internal & External

Internal -

Group Finance and Risk Director
Head of Finance
Finance Executive
Managing Director
Head of Operations
Café shop Managers
HR Executive
Head of Social Impact

External -

Group Auditor
Suppliers