Finance Manager

The Society is looking for a new member of staff to develop, manage and coordinate the financial operations of the Society following the retirement of the current post holder. This is a key role providing strategic financial leadership, ensuring strong financial governance, accurate management information, and long-term financial sustainability.

Job Description

The Finance Manager is responsible for strategic financial leadership, ensuring robust financial controls, statutory compliance, and the delivery of accurate and timely financial information.

The role oversees financial planning, budgeting, forecasting, restricted fund management, audit and year end processes, investment oversight, HR administration, and operational workflows. It also supports the modernisation of financial systems and digital processes to ensure efficiency and good governance.

The Finance Manager liaises with all areas of the Society and acts as the senior financial adviser to the Director, Treasurer, SMT and trustees. They attend and provide reports to the Finance, Audit and Risk Committee and Council, attend SMT meetings as required, and line manage the Finance & Operations Officer. They are line managed by the Director.

Role: Finance Manager – part-time, permanent

Salary: £40,000 per annum pro rata

Pension: 10% pension contribution by the employer

Hours: 20 hours per week with 10am to 2pm core hours although some flexible daytime working hours Monday to Friday is possible, with occasional evening and weekend work required with time off in lieu (TOIL) provided

Location: Hybrid at-home and in-person working based at the Society's office at the National Museum of Scotland in Edinburgh. However, as there are several flights of stairs up to the Society offices, we are happy to explore different ways of working.

Reports to: Director

Probation: Four-month probationary period during which time your skills and suitability for the post will be assessed

Main Responsibilities

1. **Strategic Financial Leadership**
    - Lead financial strategy, reserves planning, long term forecasting and financial modelling.
    - Embed financial insight into organisational decision making across all departments.
    - Provide financial analysis and advice to SMT, Director, Treasurer and trustees.
    - Support the modernisation of financial systems, digital workflows and reporting structures.

2. **Financial Governance and Compliance**
    - Ensure compliance with OSCR, HMRC, SORP, VAT, PAYE and statutory reporting requirements.
    - Lead statutory submissions including OSCR returns, HMRC filings and annual compliance documentation.
    - Maintain and strengthen internal controls, including segregation of duties, dual authorisation and documented procedures.
    - Lead development and annual review of finance policies, SOPs and internal control frameworks.

3. **Audit and Year End**
    - Lead preparation of year end accounts and manage the audit process.
    - Liaise with auditors, ensuring timely provision of information and implementation of post audit adjustments.
    - Present audited accounts to Council and ensure compliance with statutory deadlines and reporting cycles.

4. **Investment Oversight**
    - Liaise with investment managers.
    - Oversee investment reporting, reserve fund monitoring and alignment with financial strategy.
    - Ensure investment movements and dividends are accurately recorded.

5. **Management Reporting**
    - Produce monthly management accounts, departmental reports, restricted fund reconciliations and projections.
    - Provide quarterly financial reports to trustees, including trend analysis, variances and strategic indicators.
    - Oversee accuracy and integrity of financial data within Sage and integrated systems.

6. **Budgeting and Forecasting**
    - Lead annual budgeting with SMT, Director and Treasurer.
    - Provide monthly budget monitoring, variance analysis and recommendations for corrective action.
    - Support project managers with financial planning for restricted fund applications and reporting.

7. **Restricted Fund Oversight**
    - Ensure accurate reconciliations, funder aligned reporting and compliance with donor conditions.

- Support fundraising staff with financial information for bids, stewardship and donor reporting.

8. **HR Oversight**
    - Oversee HR administration delivered by the Finance & Operations Officer.
    - Ensure accurate timesheet collation, leave management, staff records and compliance with HR policies.
    - Support SMT with HR-related financial planning including salary budgeting and workforce planning.
    - Liaise with external HR providers as required.

9. **Operational Oversight**
    - Oversee procurement, supplier management and administrative workflows.
    - Ensure operational systems support efficiency, compliance and digital working.
    - Provide oversight of membership financial processes within S360 and ensure financial integration with Sage.

10. **Leadership**
    - Line manage the Finance & Operations Officer, providing direction, support and professional development.
    - Provide financial guidance to SMT, trustees and project leads.
    - Attend SMT, Finance, Audit & Risk Committee and other committees as required.
    - Champion a culture of financial accountability, continuous improvement and organisational efficiency.

Person Specification

Essential

- Demonstrable experience of financial management, including working with Sage.
- Experience in budget creation, development, monitoring and forecasting.
- Experience of financial governance and compliance.
- Understanding of charity finance law, SORP and internal controls.
- Experience preparing management accounts, financial reports and year end accounts.
- Experience coordinating audits and statutory reporting (OSCR, HMRC, PAYE, VAT).
- Experience overseeing restricted fund management and funder aligned reporting.
- Membership database skills (e.g., S360).
- Excellent interpersonal skills.
- Proactive and analytical approach to problem solving.
- Strong team player with capacity to work collaboratively and independently.
- Ability to modernise systems and improve processes.
- Strong IT literacy including Sage, CRM systems, Excel and digital workflow tools.

Desirable

- Experience working independently, creatively and flexibly in a small team.
- Knowledge of the Society and the Scottish heritage sector.
- Entrepreneurial outlook.
- Experience communicating effectively with a variety of stakeholders.
- Experience liaising with investment managers or overseeing investment portfolios.
- Experience supporting fundraising teams with financial information.
- Experience attending and reporting to boards or committees.

How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet the requirements (covering letter to be no more than two sides of A4) by the closing date to the Director, Dr Simon Gilmour FSAScot, at director@socantscot.org.

Closing date: 11:59pm (UK time) on 27 September 2026

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom on **9 October 2026**. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please help us by filling in the Equalities Monitoring Form - a link will be emailed to you with receipt of your application. Filling in this form is voluntary and the results are anonymous and are not used in the recruitment process.

Further Information

For further information on the role, please contact the Director, Dr Simon Gilmour FSAScot, at director@socantscot.org.

About the Society of Antiquaries of Scotland

Our Vision

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

Our Mission

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

Our Values

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high-quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in our Strategic Plan.

What We Do

We were established over 245 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity.

We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

Working For the Society

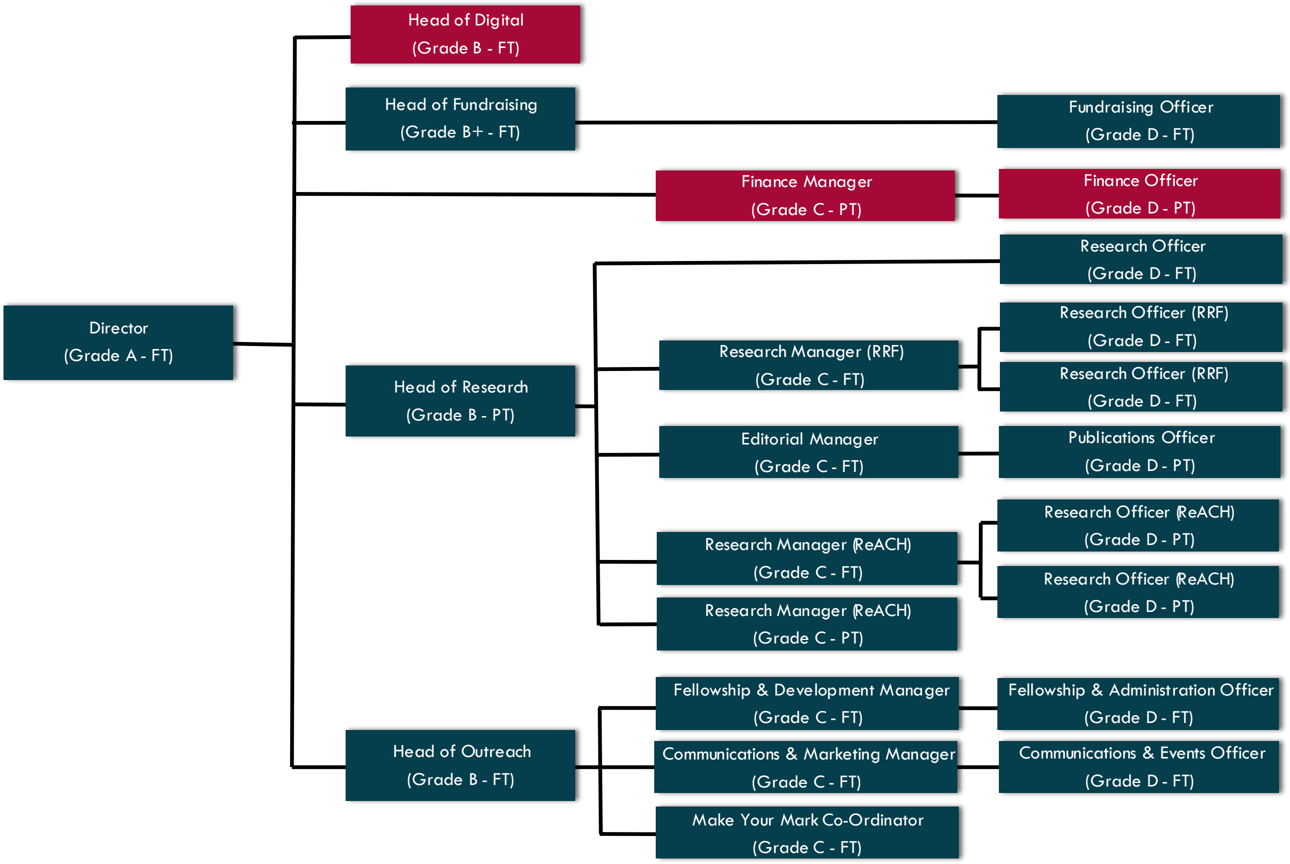
The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including:

- Pension: 10% employer contribution
- Annual Leave: 38 days paid holiday per year pro-rata which includes all normal bank holidays
- Supportive policies: to ensure a balanced work and personal life, the Society allows home working for up to 60% of a working week and a wellbeing benefit of up to 30 minutes per day for exercise
- Training and Development: the Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential for research leave and covers the cost of Fellowship of the Society (subject to election)

Society of Antiquaries of Scotland Staffing Structure



Teal – in post; Red – being recruited