



Grassmarket Community Project

**RECRUITMENT PACK:**  
**HEAD OF FINANCE**



# BACKGROUND

The Grassmarket Community Project (GCP) has evolved from work carried out in the Grassmarket area of Edinburgh over many years, undertaken by Greyfriars Kirk, the Grassmarket Mission and numerous partners.

GCP takes an innovative approach to providing opportunity and support to participants, many of whom are amongst the most vulnerable of our citizens. The centre provides a meeting point for our members to come together, and start to engage in different activities within the project.

Our aim is to provide an environment in which people feel welcome, develop confidence and a sense of belonging and where possible develop skills for employment and discovering their inner strength.

Through mentoring, social enterprise and education in a nurturing environment, the project develops skills enabling participants to realise their potential and reconnect with themselves, others and the wider community. The project provides a range of activities for the members from IT classes, gardening, art, textiles, outdoor swimming, walking, singing, dancing and music, carpentry, kitchen and café work and opportunities to support our events and other social enterprises.

Since the establishment of the GCP in 2010, we have experienced a significant period of growth, opening our new centre at the end of 2012 that has enabled us to expand our significant support and enterprise activity.

Following the challenges of the Pandemic, we are building back our social enterprise income and becoming less reliant on fundraising to support our programmes. We now operate from 5 spaces – our main Centre, a small shop on Candlemaker Row, Rainy Hall (in University of Edinburgh's New College), Coffee Saints Café (part of St Mary's Catholic Cathedral near the St James Quarter) and the Lighthouse (our warehouse at Granton). Our current main building has been recently extended to include a Pavilion – Coffee Saints Café 2 (formerly Grassmarket Café) and includes a community hub space, two dedicated classrooms, a kitchen, a counselling room, a hall for events and a purpose-built woodwork shop, our Grassmarket Furniture social enterprise.

Our flexible spaces enable us to generate income for the project, making us less reliant on fundraising and providing space to undertake our support work. It is important to us that people from all walks-of-life make use of our facilities and we see huge benefits from the mixing of people from very different backgrounds and experience coming in and out of our centre for various activities.

The development of the social enterprises is core to the delivery of our social and commercial outcomes, generating both purposeful activities and training opportunities for our members and income for the project. Our current social enterprises fall into three categories: woodwork furniture making from upcycled wood (mostly Church pews), events & catering (including 3 cafes, external and internal catering) and tartan retail and textiles making small gifts and accessories. We are also the sole manufacturer of Greyfriars Tartan products. We sell direct to the public via our shops and word of mouth, via our online shop and from the Edinburgh Castle, Mercat Tours and Coffee Saint's Gift Shops.

# GCP ETHOS

The ethos of the Grassmarket Community Project has embedded itself over many years of learning, exploring and listening to the aspirations of our members. There are several strands in how we seek to work:

1

We do not focus on problems and deficiencies, but instead look for the wisdom, creativity and imagination of our members and ask them to help make our project a success and contribute to the building of a strong community of mutual trust and support.

2

We steer away from being solution focussed and listen to the aspirations, hopes and ambition of those who come to us, seeking always, with members, staff and volunteers to develop skills and enable all to reach their best.

3

By building a community of mutual support, we seek to meet others as people, not as problems.

4

We have learned as we have developed and have put in place a strong process of reflective practice, acknowledging that we are a constantly evolving community of care, nurture and support.

5

We have adopted a robust business model to developing our social enterprise portfolio, recognising that we must be at all times, competitive, strive for the highest standards and compete effectively with the commercial world, whilst at the same time not losing sight of the social outcomes to which we are committed.

# OUTCOMES FROM 2024 SOCIAL IMPACT REPORT

**5,937**

Hours of individual  
support & group  
opportunities

**531**

Members accessing  
support

**153**

Committed, skilled  
volunteers

**8639**

Meals served to our  
members and Community  
meal attendees

**12,000+**

Delegates hosted in our  
events spaces and  
external catering

**3,000+**

Products made from  
over 1200 metres of  
Tartan



# 5000+

Hours of volunteering

# 11

Key Corporate  
Partnerships<sup>1</sup>

# 441

Accredited  
qualifications award  
to members, staff &  
Volunteers

# 2,223

Classes, Activities or  
workshops delivered

# 80

Average weekly  
attendance at Open Door  
Community Meal &  
Cinema evening

# 3000+

Hours of paid work  
experience  
placements delivered

1. HSBC, Nucleus, Lloyds, TSB, Edinburgh Airport , Ekal solutions,  
NatWest, Edinburgh University, John Lewis, Ooni, Standard life

## WHAT OUR MEMBERS SAY...

**“THE PROJECT MEANS EVERYTHING TO ME.”**

**“A PLACE TO LEARN NEW SKILLS AND MAKE NEW FRIENDS.”**

**“IT HAS HELPED ME A LOT WITH MY MENTAL HEALTH.”**

**“THE GCP HAS HELPED ME INTERACT WITH OTHER PEOPLE AND GIVEN ME SOMETHING TO FOCUS ON.”**

**“IT IS A GOOD ESCAPE FROM MY TROUBLES.”**

**“IT FEELS A VERY SAFE PLACE AND IS VERY WELCOMING.”**

**“NO MATTER HOW FAR AWAY I'M FROM EDINBURGH NOW, THE GCP IS ALWAYS WHERE MY HEART BELONGS TO.”**

**“IT IS PART OF THE FAMILY. IF I'VE NOT GOT ANYONE AROUND ME, I GET UPTIGHT. I LIKE BEING HERE FOR COMPANY. GOOD FRIENDS HELP ME.”**

**“IT HAS SAVED MY LIFE.”**

**“IT IS THE ONLY THING THAT I DO EACH WEEK OTHER THAN ATTEND MEDICAL APPOINTMENTS.”**

**“POSITIVE ENVIRONMENT, CAN'T ASK FOR BETTER THAN THAT.”**

**“HELPS YOU GET OUT OF THE HOUSE. AS WE ARE A COUPLE WE GET TO DO OUR OWN THING AND MIX WITH THE PEOPLE WE HAVE THINGS IN COMMON WITH. KEEPS YOU FROM FEELING ISOLATED AND ALSO HELPS YOU TO STAY SOCIALISING.”**

# OUR NEW HEAD OF FINANCE

**We are looking for a Head of Finance to have responsibility for overseeing the finance function and financial governance of our organisation.**

The successful candidate should demonstrate an ability to manage the accounting, financial reporting and financial administrative systems and processes. They should also have excellent organisational skills and be able to handle time-sensitive tasks. They must have experience with VAT returns, audits and budget preparations within a charitable or social enterprise setting. They must work to support the CEO alongside the Senior Management Team (SMT) in the management of funding streams and reporting according to funder requirements, and the Social Enterprise Director in the control of the income generating elements of the organisation.

They should have an excellent track-record of managing systems and overseeing operations as well as being adaptable and have a flexible approach as to where they are most effective and best support the strategic objectives of medium sized charity. They must be fully conversant with payroll processes. They should have experience of managing the costs and negotiation of supplier contracts, insurance, licensing and legal responsibilities of the organisation. They will display a keen attention to detail, be an effective communicator with all stakeholders, and an active and supportive member of the Senior Management Team.

Ultimately, they will be responsible for the production of management accounts, budget and cash flow projections in partnership with our CEO and Treasurer, providing them with the data required to report to our Board and make recommendations based on our financial position and advise on any appropriate courses of action.

**We are looking forward to meeting them and welcoming them into our community.**

# ROLE PURPOSE

To provide an efficient and effective finance function, business support, best practice, and good governance for the organisation, and to ensure reliable and accurate financial records are maintained and reports are compiled regularly to assist the CEO, Senior Management Team and the Board of Directors to plan and execute spending and measure performance against targets and budgets.

The post holder will be required to work from the office, home and attend meetings.

## KEY RESPONSIBILITIES

- Oversee day to day accounting, cashflow, banking, payment, and reporting functions in accordance with company and charity regulations
- Overseeing the month end process and production of management accounts including variance analysis, and reports on a regular basis, and discuss performance against budget with the SMT and Finance Sub-Group.
- Leading on the budget planning and preparation process, and ongoing updates on budget projections, as well as assisting with the production of strategic and business plans, ensuring budget holders understand and manage budgets successfully.
- Ensuring financial controls and systems are regularly reviewed, that records of financial transactions are kept accurately and timeously with sufficient checks to satisfy all stakeholders.
- The production and submission of VAT returns and Gift Aid claims.

Continued overleaf...





# KEY RESPONSIBILITIES (CONTINUED)

- Line managing the Finance Administrator to ensure all his/her duties have been carried out timeously and accurately, and supported to continuously develop in the role.
- Lead role in the preparation of accounts for the year end annual audit process, providing information to the auditors to ensure that the statutory Audited Accounts are completed accurately and within agreed timescales.
- Oversee and manage bank payments and approvals to support the Finance Administrator
- Support the CEO and Treasurer in the management of, and transferral of funds, between organisation accounts.
- Oversee the reconciliation of bank accounts and all other balance sheet accounts and have individual responsibility for the Fixed Assets, VAT and Deferred Incomes accounts.
- Preparation of cash flow forecasts and projections.
- Support the Finance Administrator with the monthly payroll process and pension management, prior to approval by the CEO, and ensure that payments and returns to HMRC are completed as required.
- Review and develop financial policies and procedures to ensure operational efficiency and safeguarding of funds.
- Work with the CEO and SMT to assist with preparing reports for funders and where applicable, ensuring compliance with procedures to ensure funding is granted. Provide financial modelling for funding applications as required.
- Communicating with the SMT and CEO on priorities and collaborating to ensure delivery of funding for the charity's services and support.
- Ensuring all insurance, licencing and legal responsibilities are renewed and fit for purpose.
- Support the organisation's risk management processes.
- Maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the CEO and Board on implications for GCP.
- Any other duties commensurate with the role.

# STAKEHOLDER ENGAGEMENT

- Build and maintain positive relationships with internal staff and external partners and key stakeholders.
- Report to, attend, and actively participate in SMT meetings.
- Report to and attend regular Board meetings and AGM.
- Report to and support Board's Finance Sub-Group, providing financial reports and summaries for submission to the Board.





# KEY SKILLS & EXPERIENCE

## REQUIREMENTS

- Full or Part Qualified Accountant with experience within a similar environment - essential
- Proven work experience as a Finance Manager/Accountant or similar role - essential
- Solid knowledge of financial and accounting procedures - essential
- Experience using Xero financial software – essential
- Experience using payroll software - essential
- Advanced MS Excel skills – essential
- Experience of using cloud-based systems (such as OneNote, Teams, Zoom, OneDrive) – essential
- Flexible and adaptable – able to be a supportive and responsive member of the SMT and leadership team - essential
- Sharp time management, organisational skills, and the ability to prioritise – essential
- Excellent communication skills, both verbal and written - essential
- Strong ethics, with an ability to manage confidential data – essential
- Knowledge of financial regulations within a charity / social enterprise - desirable
- Experience of trust income reporting – desirable
- Experience of supporting direct reports – coaching and leadership skills – desirable

## COMPETENCIES

- Strong ability to multi-task
- Keen attention to detail
- Ability to prioritise, plan and organise work in a busy environment
- Able to work under own initiative and as part of a team
- Problem solving and reasoning
- Commitment and enthusiasm
- Energetic and proactive
- Creative thinking and foresight





# CONDITIONS & REMUNERATION

<b>Location:</b>	Hybrid; 86 Candlemaker Row, Edinburgh, Working from home and other sites as required
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Hours</b>	24 hours Per Week
<b>Salary:</b>	£40,000 - £43,000 FTE Pro Rata
<b>Annual Leave:</b>	22 days annual leave +9 days in lieu of public holidays (pro rated) Plus Birthday day off!
<b>Pension:</b>	5% employer contribution

## APPLICATION PROCESS:

Please email your CV (max of 4 pages) & Covering letter (max 2 pages) to our CEO [Helene@grassmarket.org](mailto:Helene@grassmarket.org)

The covering letter must address the following questions:

Why are you applying for this position?

What skills, personal qualities, experience, knowledge and training will you bring to this post?

**If you have any questions please email Helene to arrange a chat.**

**Closing date:** 12 noon 23<sup>rd</sup> June

**Interviews:** First: 2<sup>nd</sup> & 3<sup>rd</sup> July  
Second: 9<sup>th</sup> July



[www.grassmarket.org](http://www.grassmarket.org)