Job Description

Head of Finance

ROLE AT

Share Scotland

6 month Fixed-term maternity cover · 3 days per week

CONFIDENTIAL

AVIIA Ltd · Company number SC891248 · Centrum Building, 38 Queen Street, Glasgow, G1 3DX

Role at a glance

SALARY	£55,000 FTE, pro rata
LOCATION	Govan, Glasgow
WORKING PATTERN	Monday and Wednesday in the office, with the third day potentially working from home, subject to organisational requirements
START	February 2027 – 6 months FTC
REPORTING TO	Chief Executive Officer

Use your financial expertise to support a charity helping people with disabilities live the life they want.

Share Scotland is seeking an experienced, hands-on Head of Finance to lead its operational finance function during a period of maternity leave. There will be a handover with the current FD before they finish up.

Founded by families, for families, Share Scotland provides high-quality, person-centred support that enables people with disabilities to live independently, make their own choices and achieve their goals. With an annual turnover of approximately £6.2 million, the charity delivers 15 services across Glasgow, Edinburgh and West Dunbartonshire.

The opportunity

Working closely with the CEO, senior managers and Board, you will ensure that Share Scotland continues to benefit from clear financial reporting, effective controls and practical financial guidance.

You will lead the month-end process, prepare management accounts and budget reforecasts, oversee cash flow and coordinate year-end and audit preparation. You will also help service managers understand financial performance, identify emerging pressures and agree appropriate actions.

Alongside line managing and supporting the Finance Manager, you will oversee the transition to bringing payroll in-house, ensuring sound procedures and controls are established.

This is a focused operational finance role, covering key financial responsibilities during the Finance Director/Deputy CEO's maternity leave. It does not carry the wider strategic or Deputy CEO remit.

About you

You will bring strong experience in financial management, management accounts, budgeting and financial control, alongside a practical, organised approach and confidence in working with senior colleagues.

We are looking for someone who can:

- Produce accurate, timely financial reports and explain what the figures mean.
- Manage competing deadlines and coordinate audit preparation.
- Build supportive relationships with managers across a geographically dispersed organisation.
- Provide steady leadership and maintain robust financial controls.
- Work confidently with Xero and understand charity accounting and reporting requirements, including the Charities SORP.

Above all, you will share Share Scotland's commitment to supporting people with disabilities to exercise choice and live fulfilling lives.

What's on offer

- A three-day working week, with the potential for one day working from home.
- Pension contributions of 5% from the employer and 3% from the employee.
- Annual leave of 32 days, including statutory holidays, pro rata.
- Additional employee benefits detailed in Share Scotland's Rewards and Benefits Booklet.
- The opportunity to make a meaningful contribution to a family-founded Scottish charity.

To find out more or express your interest, please get in touch with Lauryn Pringle or Debbie Shields on 0141 378 0985, or email info@aviia.co.uk