

## Finance Manager Job Description

### About the Enchanted Forest

The Enchanted Forest is a spectacular immersive art experience like no other.

Perfect for the whole family to enjoy and an outstanding evening out, it takes place in the beautiful Faskally Wood, near Pitlochry, Highland Perthshire.

Delighting visitors for over two decades, more than 800,000 visitors have flocked to Scotland's favourite sound and light show in that time, making it an annual Autumnal mecca for families across the country.

The event has swept the board at a number of prestigious award ceremonies over its 20+ year history including Best Cultural Event at the VisitScotland Regional Awards in 2018, Best Outdoor Festival at the Scottish Outdoor & Leisure Awards 2017, Best Cultural Event at the UK Event Awards 2016, Scottish Rural Award for Tourism & Hospitality in 2016, Scottish Thistle Award for Best event in 2015, the Event Management Grand Prix, and Best Cultural Event at the Scottish Event Awards.

### Role Purpose

The Finance Manager will be responsible for overseeing the financial management of the charity, ensuring strong financial controls, compliance with regulatory requirements, and providing strategic financial insight to support decision-making. This is a part-time role requiring approximately 2 days per week.

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### Key Responsibilities

#### Financial Management & Reporting

- Maintain accurate financial records and accounting systems
- Prepare monthly management accounts and financial reports
- Monitor cash flow and provide forecasts
- Support budget setting and track performance against budgets
- Prepare year-end accounts and liaise with external auditors or independent examiners

#### Compliance & Governance

- Ensure compliance with relevant financial regulations and charity law
- Manage VAT (if applicable), payroll, and statutory returns
- Support the preparation of reports for trustees and funders
- Assist in developing and maintaining financial policies and procedures

#### Strategic Support

- Provide financial insights to support strategic planning and decision-making
- Advise senior leadership and trustees on financial risks and opportunities
- Support funding applications by preparing budgets and financial information

#### Operational Finance

- Oversee income and expenditure processing
- Manage bank reconciliations and financial controls
- Supervise finance-related administrative tasks (if applicable)

## Person Specification

	Essential	Desirable
Relevant accounting qualification (e.g. ACA, ACCA, CIMA, or equivalent experience)	✓	
Proven experience in financial management, ideally within the charity or non-profit sector	✓	
Strong knowledge of accounting principles and financial reporting	✓	
Experience preparing budgets and management accounts	✓	
High level of accuracy and attention to detail	✓	
Ability to work independently and manage time effectively in a part-time role	✓	
Experience working with charity finance regulations and reporting requirements	✓	
Familiarity with accounting software (e.g. Xero, Sage, QuickBooks)	✓	
Experience working with trustees or boards		✓
Experience working with charity finance regulations and reporting requirements		✓
Familiarity with accounting software (e.g. Xero, Sage, QuickBooks)		✓

## Key Skills & Attributes

- Strong analytical and problem-solving skills
- Excellent communication skills, able to present financial information clearly
- Integrity and commitment to the values of the charity sector
- Proactive and hands-on approach