



BLYTHSWOOD JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Chief Finance Officer

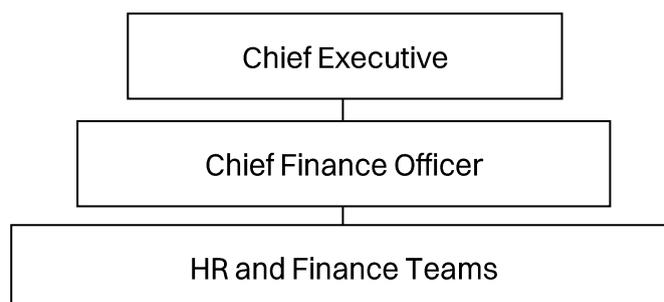
Reports to: Chief Executive Officer

Place of Work: Blythswood, Deephaven, Evanton, Ross-shire, IV16 9XJ

2. JOB PURPOSE

The Chief Finance Officer (CFO) will provide strategic financial leadership to the CEO and Trustees, shaping Blythswood's financial sustainability, governance, and long-term impact. The CFO will safeguard resources entrusted through donations, grants, legacies, and trading income, ensuring strong stewardship that underpins Blythswood's mission and service to people in need.

3. ORGANISATIONAL POSITION



4. BLYTHSWOOD'S VISION AND MISSION

Our Vision

To see people's lives being changed **for good** and **forever** as they are released from poverty, trauma and exploitation, and receive eternal life through the saving power of Jesus Christ.

Our Mission

To show God's love, and offer the compassion, relief and hope that can change lives **for good and forever**.

- We bring good into times of crisis and extreme poverty through acts of kindness and the provision of immediate relief.
- We help people to change their longer-term futures for good through education and rehabilitation.
- In all our work, we seek to tell people of God's love in sending his only Son, Jesus, so that those who believe in him might not perish but have everlasting life (John 3:16). This is the good news that can change lives forever.

We believe we can have the greatest impact for good by reaching out to people who are experiencing the greatest disadvantage. Working with local partners who understand the needs of their communities, we have opportunities to serve people in parts of Eastern Europe, Asia and Africa.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

A key role within Blythswood, taking overall responsibility for the Finance Department and its function, the Chief Finance Officer will be responsible for

1. **Financial Strategy & Leadership**

- Develop and lead the charity's long-term financial strategy.
- Advise the CEO and Trustees on financial sustainability, reserves, and risk.
- Shape investment and reserves policy to balance stability with growth.

2. **Financial Management & Compliance**

- Oversee statutory accounts, annual reports, and external audits.
- Ensure compliance with UK charity law, Companies House, HMRC, OSCAR, and SORP.
- Maintain and monitor cashflow, financial controls, and effective use of resources

3. **Income Stewardship**

- Lead financial management of donations, grants, legacies, retail trading, and other income streams.
- Provide financial insight to support fundraising and trading growth.
- Ensure transparent reporting to funders, donors, and regulators.

4. **Governance & Risk**

- Support the Board of Trustees and Finance Committee with accurate, timely reporting.
- Lead risk management processes, including reserves and contingency planning.
- Oversee wider support functions (HR, governance, or risk) as required.

5. **Team Leadership & Relationships**

- Lead, manage and develop the finance team with direct, personal involvement in both strategic and operational activities.
- Build strong relationships with funders, donors, auditors, banks, and external advisers.
- Contribute as a member of the Executive, shaping cross-organisation strategy.

6. **Communication**

- Possess excellent communication and interpersonal skills, with the ability to engage and influence a wide range of audiences.
- Translate financial and technical information into clear, accessible, and motivating messages.
- Promote shared understanding and purposeful action through effective, transparent communication.

Standard Responsibilities:

1. Training, supervising and evaluating finance staff and developing them to achieve a high level of proficiency and career growth
2. Maintain good housekeeping within your work area
3. Reporting problems, issues, accidents or incidents to your manager
4. Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
5. Identifying training needs to your manager
6. Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors
7. Administering and assisting in the development of management policies as appropriate
8. Ensuring compliance to all legislative requirements concerning Finance matters.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your changing role within the organisation and the overall business objectives of the organisation.

6. COMMUNICATIONS AND RELATIONSHIPS

Inside the organisation

- **Chief Executive Officer** – trusted adviser on financial sustainability and strategy.
- **Board of Trustees & Board Finance Committee** – provides assurance, reports on compliance, risk, and financial health.
- **Senior Leadership Team** – collaborates to align finances with organisational priorities.
- **Finance team** – leads, develops, and manages performance.
- **Other managers and budget holders** – supports planning, monitoring, and accountability for resources.

Outside the organisation

- **Funders and donors** – demonstrates good stewardship and builds confidence in impact.
- **Banks and investment managers** – manages cash flow, reserves, and investments.
- **Auditors and external accountants** – ensures compliance and transparent reporting.
- **Regulators (e.g. OSCR, HMRC, Companies House)** – maintains legal and governance standards.
- **Professional advisers (legal, pensions, property, insurance)** – seeks specialist guidance to manage risk.
- **Suppliers, contractors, and partners** – negotiates value for money and sustains strong partnerships.

7. PERSON SPECIFICATION

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential	<ol style="list-style-type: none"> 1. Commitment to the statement of faith, the Christian ethos and the values of the charity which is a genuine occupational requirement for the role. 2. Active and evidenced membership of an evangelical Christian church. 3. Professional accounting qualification (ACA, ACCA, CIMA, CIPFA, or equivalent). 4. Significant senior financial leadership experience in key role within the third sector, business or public finance. 5. Knowledge of UK charity finance, SORP, and statutory reporting. 6. Strong strategic and commercial acumen, with experience of both donation and trading income. 7. Proven ability to advise and influence Trustees, senior leaders, and external stakeholders.
Preferred	<ol style="list-style-type: none"> 8. Experience of managing finance in a retail or trading context. 9. Entrepreneurial visionary with ability to create robust plans. 10. Knowledge of international charity finance.

OTHER REQUIREMENTS

- Knowledge of (or ability to quickly learn) varied Financial IT systems.
- Full Driving Licence
- There is a Genuine Occupational Requirement that the post holder (a) is a mature Christian, (b) with a firm local church commitment, (c) who can fully subscribe to the charity's Statement of Faith and (d) has a lifestyle which is consistent with Biblical guidelines
- Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation

Blythswood reserves the right to shortlist on the essential criteria only or on the essential and preferred criteria as identified in the Person Specification as may be appropriate.

8. JOB DESCRIPTION ACCEPTANCE AND AGREEMENT

I confirm that I have read and understood this job description and agree that it accurately reflects the responsibilities and expectations of my role at the date of signing.

All Job Descriptions are subject to review on an annual basis or as a result of

- a change of strategic management
- changing team/operational requirements
- agreed staff development and appraisal needs and objectives

Job Holder's Name (please print):

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Job Holder's Signature:

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Date:

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Manager's Name (please print):

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Manager's Signature:

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Date:

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