



**Walking
Scotland**

Your national walking and wheeling charity

Head of Finance and Corporate Services

Salary: £46,385 to £51,266

**Closing Date for Applications:
12 noon, Friday 27 February 2026**

Your national walking and wheeling charity.

Who we are

Walking Scotland is a charity that helps make walking and wheeling a part of everyday life. We promote the benefits of walking and wheeling on our physical, social, and mental health. Our programmes connect communities and inspire positive behaviour change. We also improve places and spaces to walk and wheel.

We're an advocate for making walking and wheeling inclusive. We work with partners and local communities to reduce barriers. This ensures everyone has the chance to walk or wheel everywhere they go. By focusing on walking and wheeling, we're helping to solve some of Scotland's biggest challenges, from health inequalities to the climate-nature emergency.

We will achieve our vision and mission by working towards the key themes from our [Step It Up strategy](#):

- Walking and wheeling is for everyone
- Walking and wheeling is for everywhere
- Walking and wheeling is for every day

Our values

We have four core values which guide what we do, and how we do it.

Value	Externally: underpinning our approach and work	Internally: underpinning our culture and practice
Integrity	Our work is driven by evidence, impact and improvement. We trust and listen to our partners and the communities we work with. We are open, flexible and fair. We walk our talk.	We trust and listen to our colleagues. We are open, flexible and fair. We are consistent in our approach to work and work practices. We walk our talk.
Collaboration	Working in partnership means we all achieve more. We turn national policy and practice into local actions that make a real difference to people in their communities.	We promote collaborative working to make the most of the skills, abilities and experience across the organisation and sector.
Innovation	We are confident, positive and future-focused. We embrace new technology and creative, diverse ways of working to achieve our goals.	We are confident, positive and future-focused. We embrace new technology and creative, diverse ways of working to achieve our goals.
Ambition	We want long lasting social change. Creating a Scotland where everyone walks or wheels every day means we will always choose the bold path.	We are an employer of choice, creating a work environment and culture that encourages everyone to realise their potential.

Welcome

Thank you for your interest in the role of Head of Finance and Corporate Services at Walking Scotland.

Walking Scotland is Scotland's walking and wheeling charity. Walking and wheeling are the most affordable and practical ways to help solve some of Scotland's biggest challenges, from health inequalities to the climate-nature emergency.

This is an exciting opportunity to join a passionate and committed workforce who are working to support people to make walking and wheeling a part of everyday life.

As a member of the Senior Leadership Team, this role will collaborate with colleagues across the organisation on the delivery of our **Step It Up Strategy** through the aims, objectives and priority actions contained within the organisation's **Strategic Plan**.

This role sits at the heart of the organisation and will focus on providing strategic leadership and driving excellence and innovation across Finance, People and Corporate Services. We are looking for an experienced senior manager with strategic, tactical and operational level experience. The Head of Finance and Corporate Services will support the Chief Executive as a member of the Senior Leadership Team and work closely with the Board of Trustees.

This pack provides further details about the Strategic Plan and the specific role of Head of Finance and Corporate Services. It also contains information about the benefits we provide and guidance on completing and submitting your application.

Walking Scotland has been through some big changes this year, and we are excited about the future direction of the charity.

Thank you again for your interest and I hope you apply to join us on this journey.

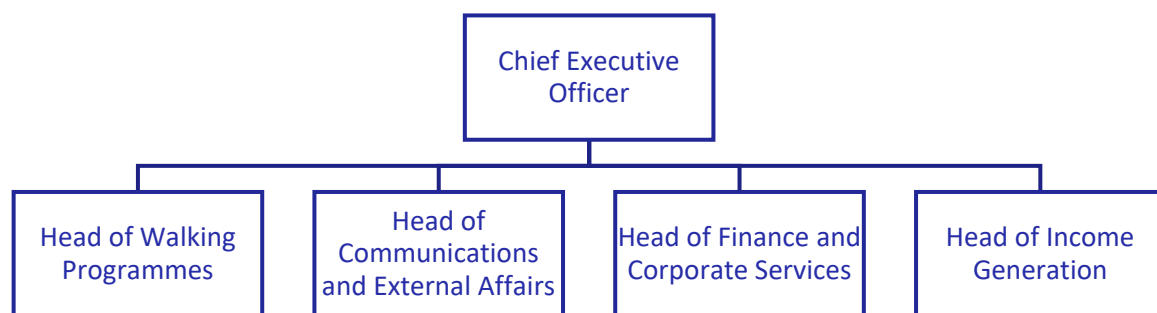


Kevin Lafferty
Chief Executive Officer
Walking Scotland



Senior Leadership Team

The Head of Finance and Corporate Services has executive management responsibilities as a member of the Senior Leadership Team. Key responsibilities of the Senior Leadership Team include setting the overall strategy, managing resources and finances, overseeing organisational structure, developing culture, and supporting staff through leadership, communication, and resource allocation. This team makes critical decisions on governance and matters like budgeting, programme delivery and risk management for the entire organization.



Strategic objectives and outcomes

In response to the strategic context, and aligning with the international and national evidence base, our Step It Up strategy identifies key strategic objectives. To measure our impact and assess progress towards our strategic objectives, we have aligned strategic outcomes.

Strategic objectives	Strategic outcomes
Creating a sustainable organisation	Walking Scotland's sustainability and resilience is strengthened

Our Corporate Services Team will collaborate regularly with colleagues from across Walking Scotland to offer governance, organisational, financial, Human Resources, Information Technology and administrative support.

Our long-term ambition is to support Walking Scotland's sustainability and resilience by:

- ensuring compliance with all statutory obligations and duties required of Walking Scotland as a Scottish charity and company limited by guarantee
- ensuring a robust approach to our financial governance and management
- developing and implementing a range of organisational policies and processes to support effective governance and management
- creating and maintaining an attractive, safe and sustainable working environment.

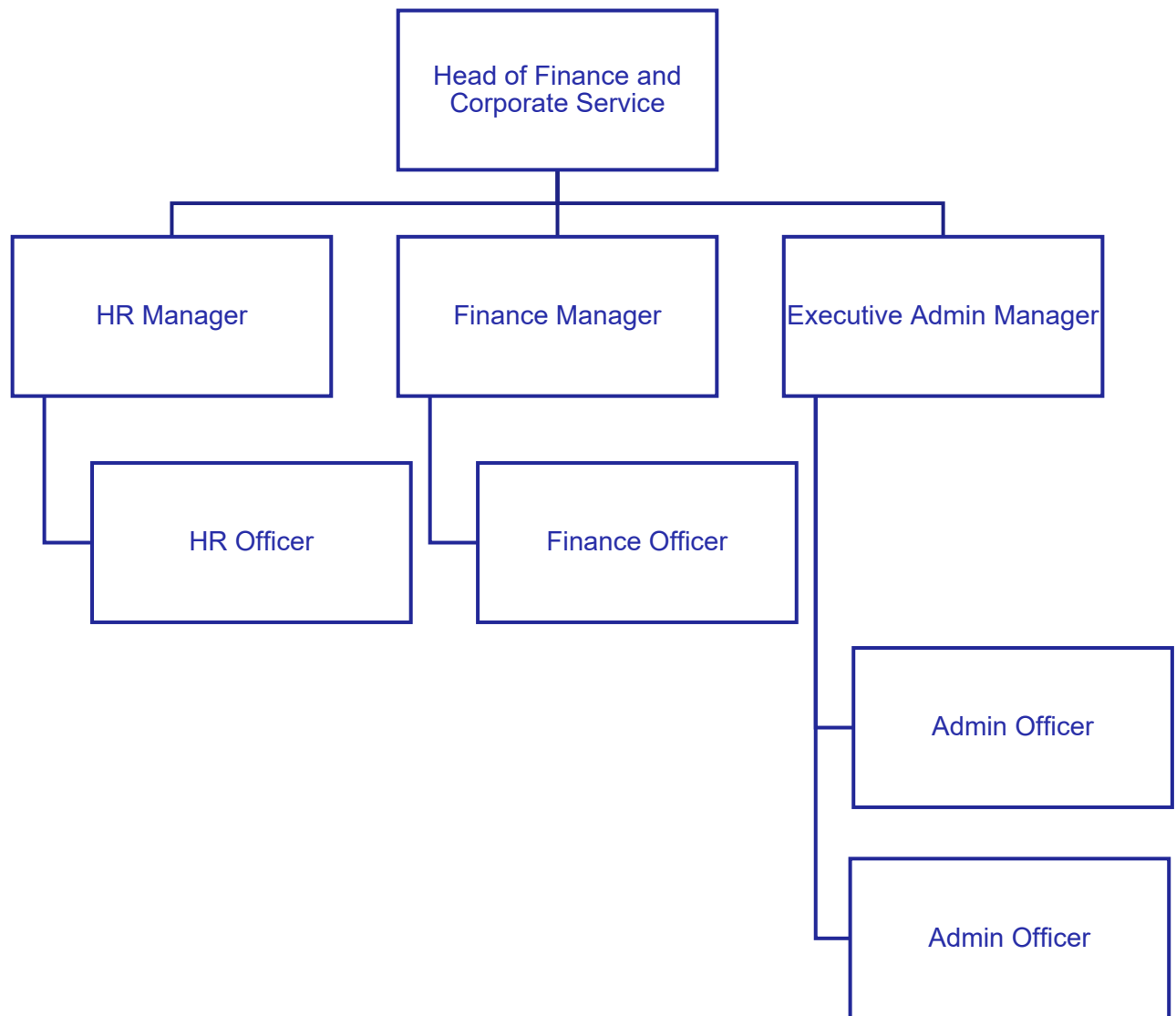
Finance and Corporate Services

The main purpose of this role is to set the vision and long-term ambitions for Finance, and Corporate Services across the organisation.

The areas of key focus are:

- leading the charity's financial planning to ensure we have the right systems and processes in place. Moving from manual processing to more automation
- ensuring Governance, Controls and Risk Management are up to date and fit for purpose
- fostering a positive workplace culture to ensure we have a mission driven focus that aligns individual purpose with the organisation's mission and values
- leading, mentoring and developing the Finance and Corporate Services teams building capability and knowledge
- ensure the right policies are in place and kept up to date for Health & Safety, Data Protection (GDPR), Safeguarding, Human Resources, Information Technology and Finance.

Structure Chart



Head of Finance and Corporate Services

Job Description

Responsible to: Chief Executive Officer

Office base: Blended working between Stirling office and home working

The Head of Finance and Corporate Services will work to support Walking Scotland to achieve its long-term ambitions and the delivery of our strategic outcomes by ensuring Walking Scotland's sustainability and resilience.

The Head of Finance and Corporate Services has responsibility for managing and overseeing all aspects of the charity's finances and corporate services function. The role is a key member of the Senior Leadership Team with dual responsibilities to support and help deliver the strategic aims and objectives of the charity and getting more people walking and wheeling. This will be through:

- leading the charity's financial planning, budgeting, forecasting, and long-term financial strategy
- ensuring a robust approach to our financial governance and management
- ensuring compliance with all statutory obligations and duties required of Walking Scotland as a Scottish charity and company limited by guarantee
- developing and implementing a range of organisational policies and processes to support effective governance and management
- creating and maintaining an attractive, safe and sustainable working environment.

The Head of Finance and Corporate Services will have specific strategic management responsibility and act as the main lead for financial strategy and budget planning, human resource matters, IT infrastructure and related systems, governance arrangements, GDPR and corporate compliance.

The Head of Finance and Corporate Services will work in collaboration with the Senior Leadership Team to translate Walking Scotland's strategy and strategic objectives into delivery through work plans, programmes, people and culture across the organisation. The Head supports organisational wide developments along with the Senior Leadership Team and has close contact with the Board of Directors.

MAIN ACTIVITIES

1. To lead on Walking Scotland's financial planning, budgeting, forecasting and long-term financial strategy.
2. To advise the CEO and Board on financial performance, governance, risk management and mitigation and process improvement for the organisation.
3. To oversee financial operations including accounts payable, accounts receivable and banking.
4. To lead, mentor and develop the Finance and Corporate Services teams delegating effectively and building capacity.
5. To lead governance and oversee compliance with all statutory, legislative, regulatory, and internal control requirements, including liaison with external auditors and regulators.
6. To lead the Finance and Corporate Services teams within Walking Scotland to ensure that the service provided, including policies and procedures, are fit for purpose and being implemented effectively across the organisation. To be responsible for compliance with statutory requirements and best practice.
7. To lead the provision of administrative support across the organisation ensuring the provision of an efficient and effective service.
8. To lead on the development and implementation of an effective ICT strategy to meet the business needs of the organisation. To oversee and develop as appropriate, the organisation's IT infrastructure and systems and manage the contract with Walking Scotland's' external IT provider for the duration of the contract.
9. To lead the co-ordination of GDPR compliance across all activities and to ensure the effective implementation of the Records and Data Retention Policy.
10. To be responsible for the management of the organisational strategic risk register, ensuring it is fit for purpose and kept up to date as appropriate.
11. To develop and maintain a business continuity plan for the organisation.
12. Responsibility for building, maintaining and managing positive working relationships with external stakeholders including the *Robertson Trust*, *Auditors*, *OSCR*, *Companies House*.

13. To oversee data capture and analysis by the corporate services managers for Quarterly monitoring and evaluation reports to SLT and the key highlights report for the board.
14. To ensure corporate policies remain up to date and fit for purpose and are implemented consistently across the organisation.
15. To ensure accommodation, facility management and organisational infrastructure services are provided to meet the current and future business requirements of the organisation.
16. To support the CEO in preparation of Board reports and in working with Directors and Board Sub Groups including the Finance Working Group, Staffing Sub Group and any other board Subgroups as appropriate.
17. Collaborate with other members of the Leadership and Management group to identify strategic links and opportunities to embed learning into existing and new Walking Scotland products and programmes.
18. Take ownership of any issues and find appropriate solutions.
19. To contribute as a member of Senior Leadership Team, taking the lead on organisational priorities as allocated by the CEO and deputising for the CEO and other Heads of Service when required.
20. Undertake any other duties appropriate to the post and in accordance with the needs of Walking Scotland.
21. This job description will be reviewed periodically and updated as required in consultation with the postholder.

Walking Scotland
February 2026

Person Specification

Work and other experience	<ul style="list-style-type: none">• Experience of working at a senior level with strategic responsibilities.• Experience of strategic financial planning and management, including ensuring necessary governance and compliance processes are in place.• Experience preparing management accounts and strategic and operational financial reports.• Experience delivering core financial operations.• Experience leading the audit process or statutory accounts preparation.• Experience supporting budget holders and senior staff with financial information.• Experience of managing a human resources function within a charity or not-for-profit environment.• Experience of co-ordinating GDPR compliance across an organisation.• Experience of ensuring governance and compliance with statutory, legislative, regulatory, and internal control requirements.• Experience of leading on ICT strategy development and implementation.• Experience of line management at a senior level with a focus on inspiring and motivating team members.• Experience of strategic partnership working and building effective working relationships.• Experience of executive management and working strategically to deliver organisation-wide objectives.• Experience of collating and analysing data to assess performance and inform future delivery.• Experience of managing the monitoring, evaluation and reporting on projects and initiatives across teams.• Experience of translating policy into practice with on the ground implementation.
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Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of financial operations within a charity or not-for-profit environment. • Ability to develop and implement strategic and operational plans. • Excellent outcome-based project management skills, with the ability to manage multiple projects simultaneously and meet deadlines. • Excellent communication skills, both oral and written. • Ability to develop and deliver reports and present findings to a variety of audiences including at Board level. • Ability to build effective and successful partnerships and develop effective working relationships with a wide range of stakeholders. • Ability to make sound judgments and decisions considering risk, time, cost and overall benefits. • Ability to respond to challenges with a solution focused approach. • Ability to demonstrate sound professional judgement and act with discretion. • Ability to be flexible and adaptable to reflect changing business needs. • Strong analytical skills and attention to detail. • Organisational skills sufficient to autonomously manage personal and team work plan and day to day tasks. • Confidence and competence in utilising modern office, communications and IT skills in the Microsoft Office Suite.
Personal Qualities	<ul style="list-style-type: none"> • Methodical and organised, with a high degree of accuracy. • Resilient, adaptable and able to deal effectively with challenges and changing circumstances. • Self-motivated and solutions-focused with the ability and drive to take ownership of all responsibilities. • High levels of self-awareness with an inclusive and flexible approach. • Commitment to Walking Scotland's strategic vision and values.

Remuneration and Employee Benefits

Hello, my name is Karen and I am the HR manager for Walking Scotland.

Thank you for your interest in this role and I hope that the information you have read so far has been useful. Alongside information about the role, details of salary and benefits can also help in making the decision about applying for a new role. I have therefore detailed the salary and benefits we would offer below.

Salary Scale : £46,385 rising to £51,266 over two years

Staff Employment Benefits

As well as a flexible, supportive and rewarding working environment, we offer the following employment benefits:

Wellbeing

- Paid annual leave and public holidays totalling 36 days for full time staff
- Flexitime Policy to enable employees to balance their work responsibilities and personal commitments with generous carry forward of flexitime (21 hours per month for full time staff)
- Employee Assistance Programme
- Half hour (paid) activity break each week
- Cycle friendly employer
- Paid sickness absence from the start of employment
- Special leave policy
- Staff volunteer days

Financial

- Contributory defined contribution pension scheme – 10% employer contribution dependent on 6% employee contribution
- Supply of business mobile phone
- Salary sacrifice schemes for cycle and home equipment purchase

Work / life Balance

- 35 hours working week (full time)
- Flexible Working Policy
- Hybrid working between Stirling office and home location.
- Maternity/adoption leave – enhanced mat leave pay – 3 months full pay and 3 months half pay after 1 year of service
- Paternity leave – 2 weeks full pay

Having considered the job role, and the employee salary and employment benefits, hopefully you now wish to submit an application.

In order to apply for this role, we ask that you complete and return the application form that is available to download from the careers page on our website. Your completed form should be returned to Recruitment@walkingscotland.org.uk.

Also available to download for completion and return is a recruitment monitoring form. While not part of the selection process, it does assist us in the monitoring and evaluation of recruitment and selection campaigns.

The closing date for completed application forms is **noon on Friday 27 February 2026**.

We anticipate informing shortlisted candidates in the week commencing 16 March 2026, with interviews taking place the week commencing the 23 March 2026 in person in Stirling.

I look forward to receiving your completed application.

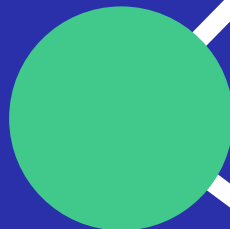
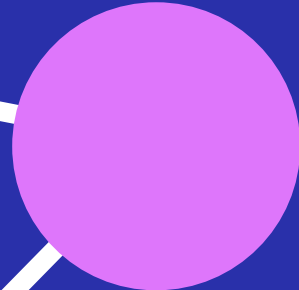
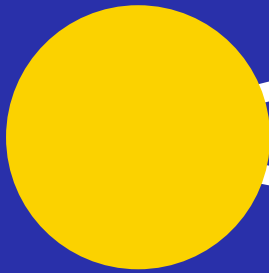
Karen

**Karen Fraser
HR Manager
Walking Scotland**



Walking Scotland

Your national walking and wheeling charity



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Paths for All Partnership (known as Walking Scotland) is a Scottish charity, SC025535, regulated by the Scottish Charity Regulator (OSCR) and registered as a company limited by guarantee, 1068554.