



# Walking Scotland

## Finance Manager

### Job Description

**Responsible to:** Head of Finance and Corporate Services

**Office base:** Blended working between Stirling office and home working,

The Finance Manager will work closely with the Head of Finance and Corporate Services to assist Walking Scotland to achieve its long-term ambition of sustainability and resilience by

- Overseeing all financial and accounting activities of the organisation
- Ensuring Walking Scotland is served by high quality, accurate financial reporting.
- Working with the CEO, Senior Leadership team and Managers to ensure effective financial planning and analysis aligned to strategic objectives.
- Work proactively with the Head of Finance and Corporate Services to ensure best practice in financial governance and compliance with relevant laws and regulations.

The Finance Manager will have specific strategic management responsibility for delivering accurate and timely financial information, supporting budget management across the Charity, and ensuring strong financial control across core finance processes, including oversight of day-to-day financial operations. The role is also responsible for the line management of the Finance Officer.

The Finance Manager will work in collaboration with other Managers to translate Walking Scotland's strategy and strategic objectives into delivery through plans, programmes, people and culture.

## **Main activities**

1. Preparation of the annual budget and multi-year financial plans, working with Head of Finance and Corporate Services and colleagues across the organisation to align financial and strategic planning. This includes business partnering with Budget Holders on a regular basis.
2. Work with the Head of Finance and Corporate Services, Senior leadership Team and Managers to deliver budgeting, forecasting, and financial planning processes that reflect current strategic plans and known financial risks and opportunities. Delivering timely, accurate, and meaningful financial analysis and insights
3. Monitor, manage and forecast cash balances to support cash flow planning and provide timely insight into cash requirements.
4. Preparation of quarterly financial statements in accordance with accounting standards, including preparation of Board Reports for profit & loss, balance sheets, cashflow and grant reporting.
5. Identify and implement process improvements to controls and procedures, reporting tools and systems. Ensuring efficiency, automation and accuracy of all reporting data.
6. Be the main contact for the financial system with external provider, including user access and system maintenance. .
7. Oversee banking procedures including payment approvals.
8. Ensure compliance with HMRC, tax, audit, and financial regulations and necessary returns and submissions. Including submission of VAT returns and liaising with external tax and audit advisors.
9. The management and leadership of the Finance Officer, including oversight of their processing activities. Thereby promoting a culture of high performance and continuous improvement. Cover for the Finance Officer role is required during annual leave.
10. Lead on the timely preparation of journals, including payroll, accruals, prepayments, and internal recharges.
11. Prepare and process confidential data as required including providing support to the HR team and external payroll provider in the financial administration of payroll and pensions.

## **Your national walking and wheeling charity.**

Paths for All (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.

12. Building, maintaining and managing positive working relationships with internal stakeholders and key contacts including external auditors, tax advisors, and regulatory authorities.
13. Ensuring necessary governance and compliance processes are in place to deliver to plan, quality, and risk management.
14. Ensuring the delivery of Walking Scotland's strategic outcomes as well as outcomes aligned to funding requirements.
15. Ensuring the Audit process is managed effectively and on time.
16. Oversee review of contracts and grant agreements in conjunction with Head of Finance and Corporate Services.
17. As a member of the Management Team collaborate on various learning events within the organisation including seminars, workshops and regular networking to enable and encourage the exchange of information, experience and ideas.
18. Collaborate with other Walking Scotland Managers to identify strategic links and opportunities to embed learning into existing and new Walking Scotland products and programmes.
19. Working closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to ensure high quality monitoring and evaluation within the provision of administrative support that aligns with the framework developed for Walking Scotland.
20. Take ownership of finance issues and find appropriate solutions.
21. Undertake any other duties appropriate to the post and in accordance with the needs of Walking Scotland.

This job description will be reviewed periodically and updated as required in consultation with the postholder.

**Walking Scotland**  
**April 2026**

**Your national walking and wheeling charity.**

Paths for All (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.