



Walking Scotland

Finance Manager

Person Specification

Work and other experience	<ul style="list-style-type: none">• Significant experience delivering core financial operations, including purchase ledger, staff expenses, and invoicing.• Significant experience preparing management accounts and financial reports.• Experience of financial operations within a charity or not-for-profit environment.• Experience supporting budget holders or senior staff with financial information.• Experience in preparing and submitting VAT returns.• Experience at a managerial level in a finance role including experience of managing and leading staff• Experience managing the audit process or statutory accounts preparation• Experience of operating at a strategic level to ensure learning is shared, and connections and opportunities for added value are identified across the organisation.• Experience of translating policy into practice with on the ground implementation.
Knowledge and skills	<ul style="list-style-type: none">• Qualified accountant: CA, ACCA, CIMA• Strong understanding of charity finance regulations, Charities Statement of Recommended Practice (SORP), fund accounting, etc.• Strong analytical skills, attention to detail and working to a high degree of accuracy.• Excellent communication skills, with the ability to explain financial matters to non-finance colleagues.• Confidence and competence in utilising modern office, communications and IT skills in the Microsoft Office Suite. Proficient in Microsoft Excel and financial systems including SAGE or similar.

	<ul style="list-style-type: none"> • Possess organisational skills sufficient to autonomously manage personal and team work plan and day to day tasks. • Able to work independently using own initiative but be part of a wider team supporting colleagues and contributing positively to team culture. • Strong collaboration skills • Strong out-come based project management skills, with the ability to manage multiple projects simultaneously and meet deadlines • Able to be flexible and adaptable to reflect changing business needs • Ability to negotiate and form credible relationships developing effective working relationships with a wide range of stakeholders • Through monitoring and evaluation have the ability to demonstrate the impact of the team’s work • Able to develop and deliver reports and present findings to a wide range of audiences • Ability to make sound judgments and decisions considering risk, time/cost and overall benefit
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Self-motivated and solutions-focused with the ability and drive to take ownership of all responsibilities. • Willing to learn and grow in the role. • Commitment to continuous improvement and development • Commitment to Walking Scotland’s strategic vision and values. • Displays a professional approach to engaging and negotiating with stakeholders and supporting others.

**Walking Scotland
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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.