

## Job Description

### Senior Finance and Funding Officer

#### Job Details

- **Job Title:** Senior Finance and Funding Officer – Funding & Compliance
- **Organisation:** Central Scotland Regional Equality Council (CSREC)
- **Location:** Stirling, with hybrid work options
- **Contract:** One Year Fixed Term (02 Feb 2026 – 31 Jan 2027)  
Part-time (17.5 hours per week)
- **Salary:** £28,137.72 per year (pro rata £14,068.86)

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#### Organisation Profile

Established in 1984 to eradicate all forms of discrimination under the Race Relations Act 1976, CSREC works across Central Scotland, including but not limited to, Clackmannanshire, Falkirk, and Stirling Council areas.

At CSREC, we aim to reduce the negative effects of inequality and marginalisation experienced by Minority Ethnic individuals, asylum seekers, and refugees across Central Scotland, enabling them to engage with the wider public to enhance community cohesion and prevent discrimination.

This job description and person specification acts as a guide to the various responsibilities in relation to the position of Senior Finance and Fundraising Officer. Due to the on-going changes within the Third Sector these responsibilities may be occasionally amended in negotiation with the post holder. CSREC is committed to the safeguarding and welfare of all our service users and uses a thorough, rigorous, and fair recruitment and selection process.

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#### Role Overview

To ensure the financial health and sustainability of CSREC by leading on financial planning, securing essential funding, and maintaining robust financial reporting and compliance. The post holder will be responsible for the creation and management of budgets and forecasts, identifying and applying for new funding, and ensuring all financial reporting to funders is accurate and timely.

## **Key Responsibilities**

### **A. Funding Applications & Income Generation**

- Proactively research, identify, and develop funding opportunities that align with CSREC's strategic goals, including grants, donations, and corporate sponsorships.
- Draft, compile, and submit high-quality, compelling funding applications and proposals that would clearly demonstrate CSREC's ability to meet client and project objectives, securing diverse and long-term funding.
- Maintain an up-to-date database of funding sources relevant to CSREC.
- Feed into the creation of a long-term funding strategy for CSREC.
- Build and maintain strong relationships with existing and potential funders.

### **B. Financial Reporting & Compliance**

- Take primary responsibility for the preparation and timely submission of all financial reports to funders, ensuring compliance with grant conditions.
- Update the senior management team and key stakeholders, providing monthly progress reports on funding applications, partnerships, and project developments.
- Liaise with CSREC's external bookkeeper to ensure the underlying financial records are accurate and complete.
- Ensure compliance with the specific financial regulations of key funders (e.g. OSCR, Scottish Government, Local Authorities, etc.).
- Support the annual audit or independent examination process, acting as a key point of contact.

### **C. Financial Planning, Budgeting & Forecasting**

- Lead the annual budgeting process in collaboration with the CEO/Trustees.
- Prepare and maintain rolling financial forecasts to predict cash flow and inform strategic decision-making (3-5 year forecasts).
- Monitor income and expenditure against budgets, providing (bi)monthly variance reports and analysis to the senior management team and Board.
- Manage CSREC's cash flow, ensuring sufficient funds are available to meet operational needs, including payroll and project costs.
- Monitor and chase outstanding grant claims and other debts to maintain a healthy cash position and inform budgeting and forecasts.

## **D. Feedback and Continuous Learning & Development**

- Liaise with the CEO and CSREC staff members to fully understand project proposals to produce funding applications with a realistic outcome.
  - Effectively communicate funder requirements to project staff.
  - Evaluate project outcomes using a variety of methods and approaches including data analysis, case studies, outcome measuring, staff evaluation and feedback.
  - Participate in weekly team meetings and internal debriefs and evaluations to improve future funding applications and project delivery.
  - Support the continuous learning process within CSREC by sharing insights from successful and unsuccessful proposals.
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## **Person Specification**

### **Essential Skills and Experience:**

- Proven experience in financial planning, budgeting, and forecasting, preferably within the Scottish third sector.
- A demonstrable track record of successfully drafting funding applications and securing significant income from a variety of sources (e.g., trusts, foundations, public bodies).
- Experience in preparing and submitting detailed financial reports to external funders.
- Excellent financial analysis and numerical skills, with high proficiency in Excel and experience in using QuickBooks.
- Strong written communication skills, with the ability to write clear, persuasive, and accurate content for bids and reports.
- Knowledge of charity finance and accounting principles, including fund accounting and restricted/unrestricted funds.
- Ability to work independently, manage a complex workload, and meet tight deadlines.

### **Desirable Skills and Experience:**

- Knowledge of the Scottish funding landscape and key funders.
- Understanding of the regulatory environment for Scottish Charities (OSCR).
- Professional finance qualification (e.g., CA, ACCA, CIMA) or relevant degree.

### **Personal Qualities:**

- Highly organised and meticulous with a keen eye for detail.
- Strategic thinker with strong problem-solving skills.
- Proactive and self-motivated.
- An excellent team player with strong interpersonal skills.

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### **What We Offer**

CSREC have a generous benefits package including:

- 38 days (FTE) annual leave (inclusive of bank holidays and mandatory shut down period over Christmas/New Year)
- Competitive salary with a pension of 8% of qualifying salary
- 34 hours working week to encourage employees to maintain a good work-life balance
- Flexible working options
- A collaborative and supportive team culture
- The opportunity to make a significant impact in a leading human rights charity
- Access to a wide range of learning, training and development opportunities

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### **How To Apply**

For an application pack, please email [admin@csrec.org.uk](mailto:admin@csrec.org.uk)

The deadline for applications is 9am on Monday 12<sup>th</sup> January 2026. Please submit your application to [jobs@csrec.org.uk](mailto:jobs@csrec.org.uk) and include the job title in the subject line of your email.

Interviews are scheduled to commence from the week beginning 19<sup>th</sup> January.

The details of the interviews will be confirmed nearer the time and will be conducted in person at CSREC premises in Stirling.

If you would like to discuss the position further, contact us by email to [admin@csrec.org.uk](mailto:admin@csrec.org.uk)

Please note that CVs will not be accepted or considered.