



GRAND LODGE OF SCOTLAND  
ROLE REQUIREMENT

POST TITLE: Assistant Grand Treasurer	ROLE: Head of Finance
LOCATION: Freemasons' Hall, Edinburgh	DEPARTMENT: Finance

**Role Purpose** (summarises the key function of the role):

Responsible for the efficient and effective day to day management of the finance department including functions, processes and people along with administrative and secretariat support to the financial governance structure of the Grand Lodge of Scotland.

As a member of the senior leadership team contribute to the modernisation and development of the administration and service delivered by Freemasons' Hall in line with organisational strategic aims and objectives.

Provide specialist knowledge, expertise and advice in respect of all financial matters.

**Role Accountabilities** (details key responsibilities required to perform the role):

- Provide direction and leadership to the Grand Lodge finance team and ensure that our people are suitably qualified, experienced, trained, developed and motivated to provide a high quality of service to all members and stakeholders
- Implement the finance department staff appraisal and performance review process in accordance with the evolving Grand Lodge human capital management strategy
- Provide effective supervision and support to the finance department to ensure a compliant, safe and effective operating environment where functional responsibilities are routinely attained and expected as the norm
- As part of the senior leadership team examine, evaluate and improve cross cutting inter-departmental financial and accounting systems along with their integration into all Grand Lodge operating areas, including retail (online & shop), care homes, benevolence & members database
- Review and streamline all existing financial management processes, upgrade and modernise current financial and accounting systems onto an appropriate platform(s)
- Create a culture that embraces continuous improvement and encourages innovation
- Supervise or, in some cases, assume actual responsibility for the daily financial management of all Grand Lodge funds to include, but not be restricted to, the recording and banking of all receipts, the payment of invoices, the preparation of



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monthly bank reconciliations, trial balances and cash book reports, the preparation of management and annual accounts, the recording of transactions from monthly investment reports and the preparation and submission of all VAT returns

- Achieve financial targets by setting, maintaining and controlling expenditure budgets in line with the Grand Lodge financial plan to provide a clear and auditable presentation of the recurring and non-recurring financial position to include the production of year end forecast
- Manage and administer Grand Lodge life assurance scheme, salaried payroll for all staff, employer contact for all Grand Lodge pension schemes
- Manage all Grand Lodge contracts including employment, service providers, building maintenance and associated insurance provision
- Provide secretariat support to the Administration Committee of Grand Lodge including preparation of agenda, papers and minutes
- Build and maintain relationships with key external stakeholders including investment portfolio managers, bankers and auditors

**Education, Qualifications, Skills and Experience** (Outlines the skills & educational & qualification requirements to be able to fulfil the role):

Education & Qualifications:

- Professional financial qualification or evidence of commensurate experience in the field of financial management
- Evidence of continual professional development

Skill & Experience:

- Experienced managing, or involvement with, sustainable transformational change programme(s)
- Excellent written, verbal and listening communication traits
- Ability to effectively communicate financial information to both financial and non-financial audiences
- IT literate with extensive knowledge and practical application of Microsoft Office suite – Excel, Word, PowerPoint, Access and Outlook, in addition to financial management and accountancy software packages
- Excellent interpersonal, influencing and negotiating skills including the ability to deal with people at all levels in a diplomatic and supportive manner



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- Strong organisational skills are required to ensure that the competing priorities of the post are met
- High personal commitment and dedication to Scottish Freemasonry
- Previous administration experience at Provincial or District Grand Lodge level would be beneficial
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders

### **Continual Professional Development** (maintain and enhance competence in the role):

- Maintain knowledge of new and developing financial and accounting legislation, policy and procedure
- Maintain knowledge of new and developing financial management practice and procedure and apply to work place
- Maintain a working knowledge of how technology might facilitate more efficient and effective service delivery
- Regularly share best practice with internal and external colleagues
- Attend and participate in both formal and informal learning and development events