

Oban Hospice Ltd (OHL)
SC029299



As our Finance & Development Manager you will play a key role in supporting the development of our strategic aims. The post will be office based with responsibility for all aspects of the day-to-day staff line management and financial administration of OHL, ensuring it operates effectively, efficiently and professionally.

A key part of this role will be to support our Board of Trustees to further develop and execute our business development plan by sourcing and securing funding with focus on expanding our reach and services.

Job title	Finance and Development Manager
Location	The Dove Centre, 19-21 Stevenson Street, Oban PA34 5NA
Full/part time	Part time 22.5 hours per week, days to be agreed. Office based
Salary	£ 35,194 <i>per annum, pro rata</i>
Reports to	Board of Trustees
Main purposes of job	<p>To develop and execute a business development strategy for OHL which focuses on expanding our reach and services whilst maintaining long term sustainability.</p> <p>To be responsible for all aspects of the day-to-day line management and financial administration of Oban Hospice Ltd (OHL), ensuring it operates effectively, efficiently and professionally.</p>
Main duties and responsibilities	<p>Development and Operational</p> <p>To manage and optimise the day-to-day operation of OHL, ensuring the effective organisation and management of the Dove Centre (DC) and our services.</p> <p>To line manage small staff team ensuring a positive, productive, supportive and safe working environment for our small staff team and volunteers.</p> <p>To develop, implement and maintain policies, processes and systems to ensure regulatory compliance and high-quality service delivery administrative support.</p> <p>To ensure the staff and volunteers receive training appropriate to their roles.</p>

To manage the procurement and contracting of equipment, supplies and services (e.g. IT and office equipment), ensuring maximum value for money is achieved

To ensure there is a high level of business processes and administrative support for the charity.

Financial Management

Support development objectives through production of funding applications to trusts, businesses, awarding bodies or individual sponsors

Maintain accurate financial records (excel, xero) to ensure timely and accurate processing of all income and expenditure – including reconciliations

Oversea delivery of grant funded projects in accordance with outcomes

Deliver quarterly financial monitoring reports to inform financial planning, budget monitoring and support to our Treasurer (annual accounts)

Communication

To ensure appropriate HR policies and procedures are in place by liaising with an external provider where necessary.

To work with the staff team and the Board of Trustees to grow networks and relationships with stakeholders.

To prepare and submit reports to relevant regulatory and statutory bodies as required, under the supervision of the Board of Trustees.

To uphold and champion the values of OHL.

Compliance

To ensure regulatory compliance across the organisation by developing, implementing and maintaining appropriate systems, policies and procedures as required. E.g OSCR, Companies House and ICO.

	<p>To manage the recruitment and selection of new staff, ensuring appropriate referencing, screening and induction is undertaken.</p> <p>Other</p> <p>To undertake other such duties and responsibilities commensurate with the role as and when required.</p> <p>To be adaptable and open to change in line with charity's strategic growth and development</p> <p>.</p>
<p>Person specification -</p>	<p>Essential</p> <p>Proven record of staff management, including recruitment, selection, induction and performance management within charity, SME or public sector dept.</p> <p>Experience in developing funding strategies and development plans to support funding applications and project delivery.</p> <p>Experience in book keeping and financial administration/ managing budgets (Charity/ SME).</p> <p>Excellent administrative skills, with a high degree of accuracy and attention to detail.</p> <p>Comfortable handling confidential and sensitive information with experience in developing professional and productive relationships with a range of stakeholders, including members of the public, staff, volunteers and partner organisations</p> <p>Excellent communication / administrative skills – developing, maintaining, reviewing and improving administrative, management and financial information systems.</p> <p>Proficient in the use of IT, including Microsoft Office 365 applications to deliver accurate, timely financial and written reports to Board of Trustees.</p> <p>Knowledge of charity legal requirements – OSCR, Companies House, Gift Aid, Health and Safety , employment etc.</p> <p>Ability to work flexibly and adapt quickly and positively to change supporting small staff team and volunteers</p>

	<p>Demonstrate a passion for working in an organisation with a focus on person centred support which meet our charitable purposes</p> <p>Desirable Previous experience project delivery management Proven experience in accounting packages (Xero) Experience of working in a public facing role Experience of working in the Third sector/ SME Experience of working with, or supervising, volunteers Sensitive and effective interpersonal skills and emotional intelligence</p>
<p>Note</p>	<p>This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.</p> <p>This post will require membership of PVG Scheme membership.</p>

Closing date : 24th September 2025 – 5pm