



Finance Director



Position: Finance Director

Type: Voluntary (Expenses Paid)

Reports to: Board of Directors

Time Commitment: There is no set time requirement for the role however, the following should be used as a guide:

6 x Board Meetings per year - 2.5 hours per meeting & 1 hour preparation

Regular phone calls with Operations Director and/or Programme Director when needed

About Movement Evolution Scotland CIC

Movement Evolution Scotland CIC (Community Interest Company) was established in 2019 to promote physical activity and well-being through innovative programs and collaborations within communities in North East Scotland. Since its inception, the organisation has focused on addressing barriers to participation in sports and fitness. By fostering inclusive environments and offering diverse activities, Movement Evolution Scotland has aimed to enhance community engagement and health outcomes. Over the years, it has built relationships with local councils, schools, colleges, universities and wellbeing organisations, contributing to a growing culture of active living and accessibility in Scotland. Built on a clear vision and a lot of hard work The Movement Bothy was created as a hub for this activity. As of April 2025 The Movement Bothy has close to 300 members in a range of regular activities and is currently embarking on its largest project to date The Movement Bothy 2.0 & Activity Park. Our mission is to create inspiring environments where individuals can connect, learn, and thrive through various forms of movement, whether it be parkour, skateboarding, BMX, fitness, yoga, or other physical activities. We aim to empower local communities while promoting health, well-being, and environmental sustainability.

Role Overview

The Finance Director will be responsible for overseeing the financial management of Movement Evolution Scotland CIC, ensuring that the organisation operates sustainably and effectively. This role requires a strategic thinker with a strong financial background, capable of providing leadership in financial planning, reporting, and compliance. The Finance Director will play a key role in helping the organisation achieve its mission through sound financial practices and strategic resource allocation.



Finance Director



Key Responsibilities

General

- Act as a director for the organisation in all elements of governance and administration.
- Work with the rest of the board to set strategy and structure for the organisation.
- Review and evaluate present and future opportunities, threats and risks in the external environment; and current and future strengths, weaknesses and risks.
- Exercise accountability and be responsible to relevant stakeholders.
- Provide general counsel, and a different perspective, on matters of concern.
- Provide a creative contribution to the board by providing objective criticism.
- Help connect the organisation and board with networks of potentially useful people and organisations.

Financial Management & Reporting

- Monitor and analyse financial performance, making recommendations for improvement.
- Manage all financial operations, including accounting, budgeting, and financial reporting.
- Work with the organisation's accountants to ensure there are accurate and timely financial reports, and analysis for the board of directors.

Financial Strategy

- Develop and implement financial strategies aligned with the organisation's mission and goals.
- Prepare and oversee the annual budget, forecasting financial needs and monitoring performance against budgetary goals, ensuring financial health and accountability.
- Provide strategic financial insights to the board and leadership team to inform decision-making and strategic planning.
- Analyse financial data to identify trends, opportunities, and areas for improvement.

Compliance and Risk Management

- Ensure compliance with all financial regulations, accounting standards, and statutory requirements.
- Identify financial risks and develop strategies to mitigate them, safeguarding the organisation's assets.

Funding and Grant Management

- Oversee the management of grants and funding applications, ensuring proper financial reporting and compliance with donor requirements.
- Build and maintain relationships with funding bodies, stakeholders, and financial partners.



Finance Director



Key responsibilities cont.

Team Leadership

- Promote professional development and continuous improvement within the team, mentoring the staff and volunteers on financial processes and best practices, fostering a collaborative and inclusive environment.

Experience

- Proven experience in a senior finance role, preferably within a non-profit or community-focused organization.
- Strong understanding of financial management, accounting principles, and regulatory requirements.
- Proven experience presenting financial information clearly to non-financial stakeholders.

Personal Attributes

- Strategic thinker with a passion for community engagement and social impact.
- Detail-oriented, and organized.
- Collaborative leader who fosters teamwork and inclusivity.
- Exceptional analytical, problem-solving, and decision-making skills.
- Highly motivated and results-driven, with a strong ethical foundation.
- A commitment to the mission and values of Movement Evolution Scotland CIC.

Application Process

Interested candidates should submit their CV and a cover letter detailing their relevant experience and vision for the role to hello@movementevolution.org. Applications will be accepted until Friday 4th July at 5pm.

Movement Evolution Scotland CIC is an equal opportunity employer and encourages applications from individuals of all backgrounds. We are committed to creating an inclusive environment for all employees, volunteers and community members.

This role description outlines the core responsibilities and qualifications for the Finance Director position, emphasizing the importance of financial management and strategic planning practices in line with the mission of Movement Evolution Scotland CIC.