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**Finance Manager**

**Candidate Pack**

A group of people sitting at a table

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**About DUSA**

Dundee University Students’ Association (DUSA) is the best Student Union in Scotland (Whatuni Student Choice Awards 2018).

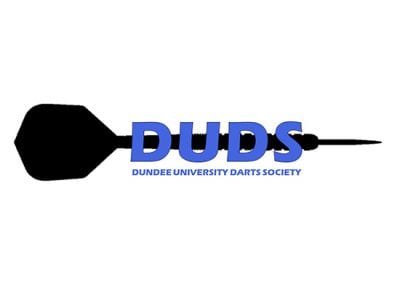
DUSA are a registered charity, completely independent from the University of Dundee. They are led by students, supported by volunteers and staff, and seek to ensure that everyone’s time at the University is the best it can possibly be. All students at University of Dundee automatically become members of DUSA – a vibrant, diverse, global community. Members are entitled to all their services and opportunities, including societies; volunteering; advice, support, and representation; retail and food and beverage outlets; nightclubs and events. Whatever a student’s passion or interest, time commitment or background, it could not be easier to get involved in DUSA –they have something for everyone.

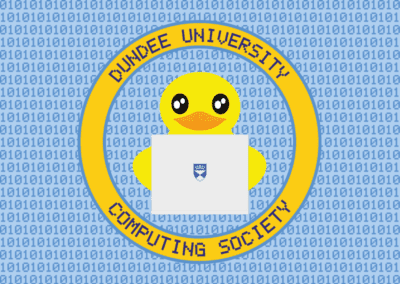
Follow the link to see this year’s student representatives:

[About Us - DUSA](https://www.dusa.co.uk/about-us)

A picture containing calendar

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Societies are wide ranging from comedy to games such as darts, from cycling to computing, from cooking and baking to fiction writing and debating. There are also some career-focused societies such as Law and Life Sciences.



**Fundraising (RAG Dundee)**

DUSA play a part in helping to get students fundraising. Student RAG Ambassadors do this by working with a Charity Partner. Each year students team up with a different charity chosen by the student body, and they help raise as much money as possible through a variety of different events. As with other students, sometimes this experience leads the individual to consider working as a fundraiser for a charity.

**A group of people holding a sign

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**Culture**

DUSA has recently published a Culture Statement which clearly demonstrated that they take their commitment to DUSA’s culture is one of inclusivity, respect, diversity, and collaboration.

**Finance & HR Department**

Dundee University Students’ Union (DUSA) have an exciting opportunity to join their team in a new role as Finance Manager. The role is part of the Finance/HR team, reporting directly to the CEO. You will also line manage the Finance Supervisor.

The Finance Department is based in Cross Row which is a short walk from the main building but there will be hot desks available in the main building.

We have provided a top-level organogram to give you a visual of DUSA’s organisational construction and a copy of their Culture Statement.

**Finance Manager**

We are looking to attract qualified accountants with at least three years’ experience for this senior role. You will have experience of:

* Supporting production of annual financial statements and consolidated accounts for their audit, filing and distribution.
* The preparation and submission of corporation tax and VAT returns.
* Assisting in the production of strategy documents and associated forecasts, annual budgets and forecast revisions as required for both internal and external use.
* The production of management information as directed by the CEO/Board of Trustees.
* Managing an outsourced payroll and all pension requirements.
* Ensuring relevant financial returns are provided to all external bodies (HMRC, Charities Commission, Companies House etc.) in a timely manner.
* Overall responsibility for the general, purchase and sales ledgers plus credit control.
* Sage Finance systems.

You should also be able to communicate financial information to non-financial colleagues at all levels in the organisation.

As you will see from the attached job description and person specification DUSA has ambitious plans, and you could play a key part in the realisation of their Strategy.

**DUSA Snippet**



DUSA have a dog friendly environment so your canine companion is welcome. Although it is fair to say that some dogs adapt to the office better than others.

**Salary & Benefits Package**

The salary is up to £35k which is competitive compared to other similar student association posts throughout the UK.

**Benefits Include:**

DUSA have an Employee Assistance Programme and choice of pension with either Now or Scottish Widows.  There is also a TOIL scheme in place.

**Annual Leave**

Employees are entitled to the following holidays:

During the first 12 months of employment, 28 days holiday with an extra day added per year of service to a maximum of 30 days holiday. Please note that there may be some negotiation around holidays for the successful candidate.

**Christmas and New Year Holidays**

All staff are expected to reserve 10 days from their holiday allocation to use during the Christmas and New Year period when DUSA will be closed.

The Job Description and Person Specification can be downloaded from our website.

xxxxxxxxxxxxxxxxxxxxxxxxx

Formal application is by CV and covering letter and we would encourage you to arrange an informal chat with our lead consultant, Eilish McDowell on 07720249200/01382 522919 to talk through this exciting opportunity and to decide whether this is the right career move for you.

* **Closing Date:** 5pm Monday 21st June
* **Interview date:** Tuesday 6th July. it is hoped that interviews will take place in person but there will be an option for virtual interviews as circumstances dictate.

