**Job Title:** Finance Manager  
**Location:** Dundee City Centre with potential for hybrid working  
**Line Manager:** Chief Executive Officer  
**Job Family:** Finance & Administration

**Working Hours:** 0.8 FTE including occasional evenings and weekends with potential to increase hours

**Annual Leave:** 34 Days including public holidays (pro rata where applicable)  
**Contract Length:** 18-month fixed term, with potential for extension, subject to funding.  
**Grade:** 5

**Salary:** £43,000.00 per annum pro rata plus £1,500 Duty Manager allowance

**Introduction**

Launched in 1824, HMS Unicorn is the third oldest ship in the world still afloat and Scotland's only surviving wooden warship. Now an Accredited Museum in Dundee's City Quay, visitors can explore four decks that offer a unique glimpse into 19th century naval life.

Our mission is to deliver a world-class museum experience while safeguarding HMS Unicorn's future and making our collections accessible to all. We aim to inspire visitors and staff alike, providing lifelong learning and engagement opportunities for our local communities and beyond.

The Unicorn Preservation Society has recently secured nearly £1 million from the National Lottery Heritage Fund to advance Project Safe Haven - our ambitious conservation initiative to relocate HMS Unicorn to Dundee's East Graving Dock. This critical move will ensure the long-term preservation of this irreplaceable maritime treasure while creating a purpose-built visitor centre that will transform Dundee's historic waterfront and enhance community engagement.

This role is made possible through National Lottery Heritage Fund support and represents an exciting opportunity to join our team at a pivotal moment in HMS Unicorn's 200-year history.

**Main Purpose of Role**

The Finance Manager holds overall responsibility for the financial management of the Unicorn Preservation Society and the shore-based office in Dundee City Centre. This includes comprehensive financial oversight, administrative leadership, and support for Project Safe Haven. The role will be central to implementing financial procedures to support the organisation's growth and strategic objectives.

As a key member of the senior management team, you will work closely with the Chief Executive Officer, Trustees, Fundraising & Communication and Project Safe Haven teams to ensure robust financial governance, strategic financial planning, and effective administrative support across the organisation.

## **Key Duties and Responsibilities**

### Financial Management

* Responsible for day-to-day control of the charity's finances and cashflow management
* Maintain the nominal ledger, purchase ledger and sales ledger (all Xero)
* Reconcile bank accounts and monitor cash flow to ensure adequate liquidity
* Manage monthly payroll with external service provider
* Support fundraising team through production of financial reports as required
* Support all programme areas in project budgeting and financial reporting to funders, particularly for Project Safe Haven
* Maintain and implement financial management systems and processes
* Lead on the production of annual budgets and prepare monthly management accounts including forecasts
* Support the Company Secretary with financial reporting to the CEO, Trustees, and Finance and Risk Committee
* Support the preparation of statutory accounts and external audit processes in conjunction with other members of the UPS team

**Administration and Operations**

* Line manage the Finance & Administration team
* Coordinate administrative support across the organisation and manage relationships with external financial service providers
* Oversight of procurement processes, ensuring comprehensive records of tenders and contracts whilst ensuring value for money

**Duty Manager Responsibilities**

* Participate in the Duty Manager rota as senior officer in charge of HMS Unicorn
* Provide operational oversight, health and safety compliance and visitor experience management
* Handle emergency response coordination and conflict resolution
* Act as key holder with 24-hour on-call responsibilities during duty periods

**Strategic Support**

* Support the CEO to deliver organisational strategy and programmes
* Support the CEO and Company Secretary in briefing the Board on key operational and financial issues
* Attend the Finance and Risk Committee
* Help ensure HMS Unicorn remains financially sustainable
* Contribute to strategic planning and resource allocation

### **General Duties**

* Adhere to HMS Unicorn's policies and procedures including health and safety, security, and fire regulations
* Represent HMS Unicorn professionally to visitors, stakeholders and partners
* Participate in team meetings and staff development activities as required
* Undertake training and development as required for the role and maintain professional knowledge and skills
* Any other duties as directed by the CEO and commensurate with the grade

**PERSON SPECIFICATION**

This section details the attributes, skills, knowledge, qualifications and competencies which are required in order to undertake the full remit of this post.

### **Essential Criteria**

* Professional qualification in accounting (ACA, ACMA, CIPFA, or equivalent)
* Significant experience in financial management including budgeting and annual accounts preparation
* Comprehensive knowledge of charity accounting principles, SORP requirements, and relevant regulatory frameworks (including OSCR compliance)
* Bookkeeping experience including account reconciliation and cash flow monitoring
* Experience in cash flow management and financial forecasting
* Ability to prepare statutory and management accounts
* Experience with digital workflows and technologies to drive organisational efficiencies
* Advanced proficiency in financial management software (especially Xero) and MS Office applications
* Strategic planning and analytical skills

### Understanding of the importance of equality, diversity and inclusion

### **Desirable Criteria**

* Understanding of heritage funding environments, such as National Lottery Heritage Fund requirements
* Experience in capital project financial management and contract tendering
* Experience in grant funding, drawdown processes and legacy donation management
* Experience in Gift Aid administration and fundraising finance
* Experience of working closely with boards or committees
* Office management experience
* Passion for heritage and its preservation

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When shortlisting, these criteria will be considered when more than one applicant meets the essential requirements.

**Working Arrangements**

The role includes participation in the Duty Manager system, acting as the senior officer in charge of HMS Unicorn during scheduled duty periods, with the following responsibilities:

* Most senior person onboard in absence of CEO
* Makes senior level decisions in relation to onboard activities
* Operational oversight of HMS Unicorn
* Health and safety compliance
* Emergency response coordination (including potential callouts for emergencies)
* Security management
* Visitor experience oversight
* Conflict resolution
* Complaint handling
* Key holder responsibilities
* On duty/on call for a 24-hour period

The post holder will work regular office hours, but will occasionally be required to work on evenings and weekends.

**Access Information**

HMS Unicorn is currently not fully physically accessible for all users, and there are therefore physical requirements that come with this role on board a wooden, historic ship.

* HMS Unicorn is accessed via an entry gangway which can rise up to a 50-degree angle at high tide and dip to a 50cm drop at low tide.
* The different decks on board HMS Unicorn are only accessible via ladderways.
* For a full description of access aboard HMS Unicorn, please refer to our access guide available on request.

**Career Development and Fair Work**

At the Unicorn Preservation Society, we are committed to supporting the professional growth and development of our staff. While we recognise that as a small organisation advancement opportunities may be limited, we have a duty to support our team members to be their best and to prepare them for future career growth. We create clear progression pathways, support skills development, and empower staff to achieve their professional potential, whether within UPS or as they move on to broader opportunities in the heritage sector.

As a Fair Work employer, we adhere to key principles that ensure an equitable and supportive workplace:

* **Voice**: We ensure staff have opportunities to contribute to organisational decisions
* **Security**: We provide appropriate job security and consistency of hours where possible
* **Opportunity**: We support skills development and career progression
* **Respect**: We foster a workplace culture of dignity and respect
* **Fulfilment**: We create meaningful work environments

UPS is committed to ensuring all staff receive at minimum the Real Living Wage as defined by the Living Wage Foundation. Our salary structure reflects both Museums Association recommendations (adjusted for regional context) and competitive positioning within the Scottish independent museum sector. We believe fair pay is essential to maintain staff wellbeing, reduce turnover, enhance engagement, and uphold our reputation as a responsible employer.

Through our formal grading structure, we provide clear pathways for progression and professional development, with regular reviews to support your growth and career aspirations.

**Equal Opportunities**

The Unicorn Preservation Society is a Disability Confident Committed employer and operates a Guaranteed Interview Scheme for people living with a disability who fulfil the essential criteria in the job specification. If you would like to be considered under the Guaranteed Interview Scheme, please let us know as part of your application.

HMS Unicorn is committed to the principles of Fair Work and paying the real Living Wage to all our employees. We believe that fair work practices lead to better outcomes for individuals and organisations, contributing to a more successful economy and inclusive society. As an employer, we are dedicated to providing appropriate channels for effective workers' voice, investing in workforce development, opposing inappropriate use of zero-hours contracts, and offering flexible working from day one of employment where possible.

Our commitment to fair work extends to addressing workplace inequalities, including pay and employment gaps. We strive to create a workplace where all staff are treated with dignity and respect, regardless of their background or personal characteristics.

All staff and volunteers working with UPS must undergo Disclosure and PVG checks.

**How to Apply**

We encourage applicants to apply by submitting:

* A CV and covering letter explaining how you meet the requirements of the role

Please submit informal enquiries and applications to: eilish@caithnessconsulting.co.uk

* Application deadline: **Wednesday 30th July 2025**
* Interview date: **Wednesday 6th August** at Dundee & Angus Chamber of Commerce