



## **Job Profile – SAOS Finance Manager**

### **About SAOS**

SAOS is a membership and development organisation, positioned at the heart of the agribusiness and food industries in Scotland. Its wide-ranging membership of around 60 agricultural and rural co-operatives includes bulk commodity traders, growers and producers, livestock marts, machinery rings, and grain and potato stores, with a combined annual turnover of approximately £2 billion.

Established in 1905, SAOS successfully promotes and develops agricultural co-operative businesses and supply chain collaboration. Its contribution in the rapidly-changing rural and food industry environment is widely recognised and respected. SAOS' role spans the food and drink supply chain, from farm to plate, proactively working to address business development needs and government policy objectives. SAOS is involved in the development and operation of ScotEID, Scotland's livestock traceability system.

Annual turnover is approximately £2 million, generated from delivering a range of specialist consultancy and membership services. Key clients and partners include Scottish Government, Scotland Food and Drink and Scottish Enterprise.

### **The Finance Manager Role**

The Finance Manager occupies a senior and influential position in the management of SAOS, reporting to the Chief Executive. Responsibilities include:

1. The internal financial management, accounting and payroll functions and all related administration, including preparation of monthly management accounts for the Board. (Sage)
2. Managing the software-based time and expenses recording system (Synergist). This is a critical management and control tool.
3. Operating the organisation's bank accounts and maintaining banking relationships.
4. Interfacing with the auditor for production of the financial statements
5. Managing the IT and communications systems for the organisation, utilising external specialists and services.
6. Participating in the Audit Committee and acting as its secretary.
7. Providing financial expertise to assist other members of the staff team in their project work, including the provision of financial projections for business plans.
8. Providing expert advice to member businesses on request, covering financial management, preparation of accounts and co-op legislation.
9. Negotiate and manage the provision of ancillary staff team contracts, such as company cars, mobile phones, IT services

### **Candidate Profile**

Candidates must have a recognised accountancy qualification, preferably having trained in an accountancy practice. They should be a member of a professional body, and preferably will hold a current practising certificate. Agri/food industry experience is helpful but not essential. They must be able to demonstrate competence and expertise in management and IT.

All SAOS staff are required to be self-starters, hands-on, accept a high level of responsibility and be able to work in a disciplined way without a high level of supervision. Enthusiasm and good inter-personal skills are essential. Ambition to develop personal skills and experience is encouraged. As a small organisation, the management style is collegiate. All staff participate in production of the business plan, and regular team meetings are held to review progress.