

# Head of Finance



Rescue. Protect. Lead.





## From Mark

*Dear Candidate*

*Thank you for taking the time to read this pack for the Head of Finance role at one of Scotland's best known, and best loved charities.*

*This is an exciting role. Getting our back-office right drives everything we do to stop animals suffering. I want you to feel connected to our charitable purpose – and to ensure the whole Finance Team feels part of our work across domestic, farm and wildlife settings.*

*The importance of Finance producing management accounts, running the annual audit, leading on business planning and partnering is underlined by me wanting to 'front' this recruitment pack. In the 25 years I have had representing charities I have come to learn that the effectiveness of business teams is paramount to the purpose being delivered. You can be that difference.*

*You'll be working with an amazing Corporate Services Director. Tom Greenan joined us in late 2025 and is building a strong, positive and professional directorate. Tom will be able to offer you great support so that you can shine as Head of Finance – as well as develop your skills more broadly.*

*The Scottish SPCA is going through a period of renewal. Like many charities and businesses, we have faced some tough decisions of late. But we now need to plan for the future. We are considering how we can achieve the greatest social impact on behalf of cats, dogs, rabbits, squirrels, foxes, dolphins and many more living creatures.*

*Do you want a role where you feel like you have applied your skills to the full and have made a meaningful difference every day? To find out more please contact Paul Buchan at Eden Scott. Thank you again for reading this pack.*

*Best wishes,*

**Mark Bishop  
CEO**





## Job Specification

**Job Title:** Head of Finance (full time, permanent)

**Location:** Mainly office (Dunfermline) with some home working

**Reports to:** Director of Corporate Services

**Hours:** Monday to Friday, core office hours with appropriate flexibility

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## Overall purpose of the role

You will support our fight against animals suffering by ensuring our financial management is first-class in all we do. You will ensure our passion for pets, wildlife and farm animal protection is underpinned by strong business planning principles.

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## Specific responsibilities

### 1. LEAD THE TEAM

You will be responsible for leading the Finance Team to enable them to develop and perform to a high standard.

### 2. MANAGE ACCOUNTS

You will lead on preparing the monthly accounts, including the commentary and analysis, to bring intelligence and insight into income performance and expenditure.

### 3. BUSINESS PLANNING

You will lead on the annual business planning process and increasingly develop a three-year rolling plan to aid longer-term planning

### 4. YEAR-END ACCOUNTS

You will lead on the preparation of year-end accounts, liaising with auditors, audit & risk trustees, and budget holders across the Charity.

### 5. BUSINESS PARTNERING

You will help colleagues develop strong plans, that are fully costed and critiqued, to give the Charity the maximum opportunity to shine in all it does for animals, supported by a strong fundraising growth plan.

### 6. ADDING VALUE

You will work with our Estates, Procurement, Legal, HR and other functions to add value both with your financial skills and also wider leadership skills that will enable you to influence beyond your specific remit.



## Person specification

You will be a Fully qualified accountant (ACA / ACCA / CIMA or equivalent), with strong post-qualification experience, preferably including having worked for one or more leading charities.

You will have experience of managing finance systems, preferably with the ability to demonstrate how you have changed or enhanced systems, improved integrations, and reduced manual administration.

You will have strong interpersonal skills and be keen to communicate in clear, powerful and effective ways so that finance is understood across the whole Charity.

You will be curious and want to meet other finance leads from animal welfare charities, and other leading charities, because you believe in bringing market insights to the table to aid informed decision-making.

You will have a positive, 'can do' attitude, and be excited by organisational change and transformational development.

You will share a view that there is no excuse when it comes to abuse for any animal across Scotland.

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## The Scottish SPCA

The Charity was founded in 1839. We are 187 years young. Over 90% of the population of Scotland know and value what we do for domestic, farm and wild animals.

We employ over 300 colleagues and have 900 volunteers who have joined the fight to stop animals suffering. We are high on passion, endless in energy, committed to ensuring all creatures are treated well at the hands of humans.

The Charity has a turnover of circa £20 million, made up of mostly voluntary income. If you know how legacies, major donors, trusts, corporates, community and event fundraising works this is a bonus.

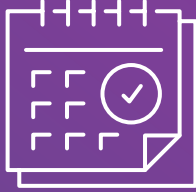
We have animal centres across Scotland, including Inverness, Aberdeenshire, Glasgow and Edinburgh. Our business office is in Dunfermline.

The Charity is undergoing an exciting period of renewal and innovation, and is forward-facing, increasingly brave, and fearless in its fight to stop animals suffering.

With close to 45,000 regular supporters, we are the largest and leading animal welfare Charity in Scotland. We are in the hearts of the public, the ears of politicians and the eyes of the media.



## Benefits



**31 days annual leave  
rising to 38 days**



**2 Wellbeing days  
a year**



**A day off for  
your birthday**



**Life assurance scheme  
4x basic salary**



**Company  
sick pay**



**Enhanced family  
leave policies**



**Medicash benefit  
including EAP service**



**Medicash cover for up to  
4 dependent children**



**Bring your dog to work  
(location restrictions apply)**



**Retail & gym  
membership discounts**



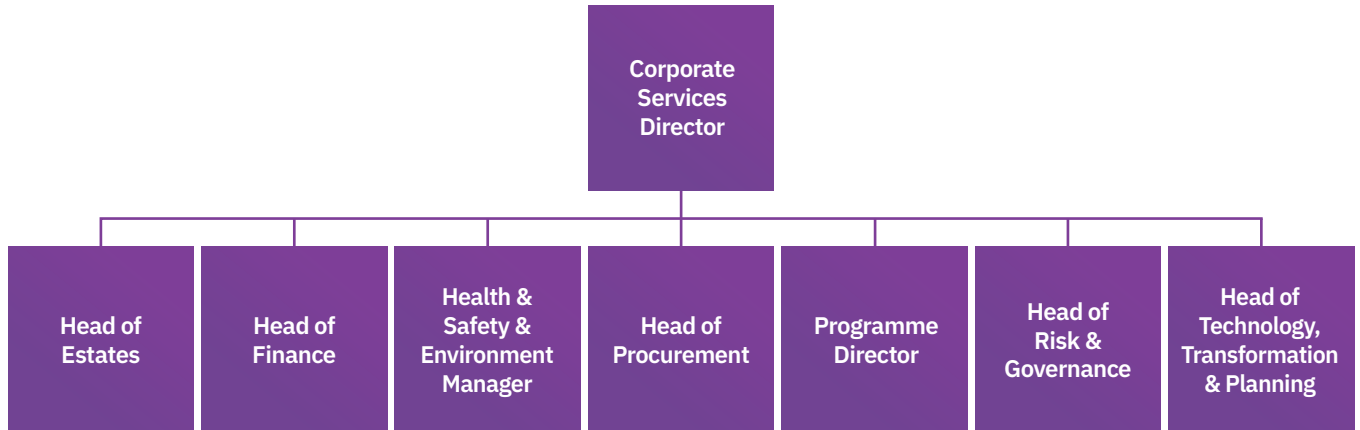
**On the job training  
& development**



**Company Pension  
contribution**



## Corporate Services Org Chart



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## How to apply

This recruitment campaign is being managed by Paul Buchan at Eden Scott. Please send your CV and covering letter explaining how your skills and experience meet the requirements of the role to: [Paul.Buchan@edenscott.com](mailto:Paul.Buchan@edenscott.com)

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## Key dates

**Closing date:** 8th May 2026

**First stage interviews:** 18th May 2026

For further information, or if you have any queries, please contact Paul on: [XXXXXXX](tel:XXXXXXX)