

Director of Finance

Salary: £55,000 - £60,000 FTE

Location: Edinburgh (Hybrid Working optional)

Hours: Full-time / Part-time (Negotiable)

Reporting to: Director

About Edinburgh Science

Edinburgh Science is a world leader in creative science content and festival management, renowned for delivering high-quality events both locally and internationally.

We are best known for organising Edinburgh's annual Science Festival – the world's first public celebration of science and technology as a festival – as well as our science education outreach programmes, Generation Science and Careers Hive and our community engagement work. An increasing worldwide element shares our content, passion and expertise more widely through an extensive portfolio of international collaborations and projects.

We are passionate about inspiring audiences through science and innovation, and we are looking for a dynamic leader to drive our sales and marketing efforts to new heights.

Job Purpose

The Director of Finance is a key member of the senior leadership team, responsible for ensuring the financial health, sustainability, and compliance of Edinburgh Science.

This role provides strategic financial leadership, overseeing financial planning, governance, risk management, and operational efficiency across all areas of the organisation. The Director of Finance will work closely with the Board of Trustees, Senior Leadership Team, and external stakeholders, supporting informed decision-making while driving a culture of financial accountability and commercial awareness throughout the organisation.

With a diverse income portfolio—including grants, sponsorships, commercial partnerships, and commissioned work—this role plays a critical part in maximising financial performance and ensuring long-term resilience for Edinburgh Science's local and international programmes.

Key Result Areas

- **Financial Strategy & Planning:** Lead on financial strategy, long-term sustainability planning, and budget forecasting to support organisational growth.
- **Governance & Risk Management:** Ensure compliance with charity financial regulations, oversee audits, and manage financial risk.

- **Financial Operations & Controls:** Maintain robust financial management systems, ensuring accurate reporting, cash flow control, and cost efficiency.
- **Commercial & Business Development:** Support revenue generation through commercial projects, pricing models, and cost-benefit analysis.
- **Contracts, Grants & Sponsorship Oversight:** Manage financial aspects of funding agreements, ensuring compliance, reporting, and sustainability.
- **Stakeholder & Team Leadership:** Advise the Board, collaborate with leadership, and oversee financial aspects of operational and HR planning.

Key Responsibilities:

Financial Leadership & Strategy

- Lead the **financial planning and strategy**, embedding financial discipline across the organisation.
- Instil a **culture of business planning and financial accountability** in every department.
- Oversee **budgeting, forecasting, and scenario modelling**, ensuring financial resilience.
- Provide **strategic financial insights** to the **Director and Board**, influencing organisational priorities.
- Identify and implement **efficiency improvements**, optimising resource allocation and operational costs.
- Support and offer advice on **new funding and commercial opportunities**, supporting revenue growth.

Commercial & Business Planning

- Work closely with the **commercial and fundraising teams** to develop **financial models for revenue-generating activities**.
- Support programme and event teams in **financial viability assessments**, ensuring commercially sustainable decision-making.
- Monitor and evaluate **pricing strategies, partnerships, and sponsorship models**, identifying opportunities for income diversification.
- Provide financial guidance for **bidding and commissioned projects**, ensuring risk is managed effectively.

Financial Operations & Compliance

- Oversee **day-to-day financial management**, ensuring accuracy and compliance.
- Ensure compliance with **charity finance regulations**, including audits, statutory reporting, and OSCR/Companies House requirements.
- Manage relationships with **external auditors, accountants, and financial institutions**, ensuring best financial practices.

- Implement and monitor **robust financial controls and risk management processes**.
- Ensure **accurate financial reporting for funders, sponsors, and regulatory bodies**, including all actions required as company secretary.

Contract, Grant & Sponsorship Management

- Oversee **financial oversight of grants, sponsorships, and commissioned work**, ensuring compliance and transparency.
- Lead on **financial structuring of funding agreements**, working closely with funders and partners.
- Ensure **efficient financial tracking and reporting** for grant-funded and commercial projects.

Governance, Board & Risk Management

- Serve as the **primary financial advisor to the Board of Trustees**, preparing and presenting financial reports.
- Lead on **risk management**, ensuring robust financial governance and mitigating financial vulnerabilities.
- Ensure the organisation remains compliant with **all relevant laws, regulations, and financial reporting standards**.
- Be the lead for organisation insurance and banking.

Stakeholder & Team Leadership

- Lead on **stakeholder financial management**, ensuring clear and transparent financial reporting to funders, partners, and sponsors.
- Support the **Director and senior leadership team** in aligning financial planning with organisational strategy.
- Work with an **external HR agency** to ensure payroll, employment policies, and workforce planning are financially aligned.
- Lead in issuing new contracts and overseeing the HR software management (Team Details & E-Days)
- Build and maintain **strong financial relationships with external partners, suppliers, and service providers**.
- Oversee **financial systems, accounting software (e.g., Sage), and process improvements**.

Communication & Relationships

Internal:

- Director & Senior Leadership Team
- Board of Trustees
- Fundraising, Commercial, Operations, and Programme Teams

- External HR Agency

External:

- **Funders, Sponsors & Grant Providers** (financial reporting and compliance)
- **External Auditors & Legal Advisors** (governance, financial regulations, and risk management)
- **Banks & Financial Institutions** (account management and cash flow monitoring)
- Landlord & Office management personal
- **Suppliers & Contractors** (financial agreements and contracts)

What We're Looking For

Essential

- Accounting qualification (ACCA, CIMA, or equivalent) or extensive proven financial experience.
- Senior finance leadership experience, ideally in a charity, cultural, or international organisation.
- A commercial mindset, with experience in financial modelling for income-generating activities.
- Strong expertise in financial strategy, budgeting, forecasting, and risk management.
- Proven ability to embed business planning into operational and programme teams.
- Experience in contract and funding agreement oversight, ensuring financial compliance.
- Excellent ability to present financial insights to non-finance stakeholders, including Boards and funders.
- Strong problem-solving, analytical, and communication skills, with an eye for operational efficiency.

Desirable

- Experience in fundraising finance, commercialisation, or financial planning for commissioned work.
- Familiarity with accounting software (e.g., Sage).
- Knowledge of international financial operations and multi-currency budgeting.

Why Join Us?

- A leadership role with strategic influence, shaping the financial and operational future of Edinburgh Science.
- Work with an innovative, globally recognised organisation delivering STEM engagement worldwide.
- Hybrid working options and a collaborative, mission-driven team.
- Opportunity to drive financial sustainability, commercial opportunities, and innovation.

