



Role: Finance Manager

Employed by: The Ridge SCIO

Reports to: Operations Group Head

Contract Type:

Permanent, Part-Time, 21 Hours per week

The post holder may be required to work occasional weekends and attend all staff meetings (TOIL will be arranged if these fall on non work days).

Salary

£47,500 (Pro-rata £27,420)

Benefits:

7.2 weeks annual leave including 8 days public holidays

Option to join NEST Pension Scheme

Access to Health Assured Employee Assistance Programme

Bike2Work Salary Sacrifice Scheme

Charity Worker Retail Discounts

Role

Are you a finance professional who thrives on purpose as much as performance? Do you want your financial expertise to make a real difference in people's lives, not just the bottom line? Join us as our Finance Manager and help steer a unique organisation that blends the heart of a charity with the ambition of social enterprise.

Established since 2016, The Ridge Dunbar is a medium sized charity, incorporating income generating social enterprises. We are a vibrant, inclusive community working together to overcome wide-ranging societal challenges and support positive changes in one another's lives.

We're looking for a committed and skilled Finance Manager to lead our finance function with integrity, clarity, and vision. This is a unique opportunity to apply your financial expertise to an organisation that genuinely changes lives - every single day.

The Finance Manager will oversee, manage and maintain the finances across our social enterprises and charitable activities. You will ensure robust financial controls and reporting, support strategic decisions with sound financial insight, and champion best practices in governance and financial administration. Reporting to the Operations Group Head (OGH) and working closely with the Senior Management Team (SMT) and Board of Trustees, you'll be a key player in ensuring our ongoing sustainability, impact, and growth.

Key Responsibilities:

- Lead the financial management of GCP, including budgeting, forecasting, reporting, and year-end accounts
- Oversee finances across our charitable activities and income-generating social enterprises
- Provide clear, accurate financial reports and analysis to the Operations Group Head, Board of Trustees and Finance sub-group
- Ensure compliance with charity finance regulations and relevant legislation (incl. SORP and OSCR)
- Support strategic and operational decision-making through insightful business modelling
- Manage our financial systems, processes, and procedures for efficiency and effectiveness

The role of Finance Manager is critical to our success. Your skills and experience will enable us to ensure ongoing good financial management and admin systems, governance, due diligence, and strategic planning to support our work and future sustainability. Above all, your work will support the charity to continue to transform the lives of many of our town's most vulnerable.

Person Specification

The successful candidate will have the following experience/skills/knowledge:

A recognised accounting qualification (e.g. ACCA, CIMA, ACA) or equivalent relevant experience	Essential
Proven experience in a finance management role, ideally with charity or sector experience	Essential
Experience preparing management accounts, budgets, and statutory accounts, and of audit and/or independent examination processes	Essential
Ability to communicate financial information clearly and confidently to non-financial stakeholders, including trustees	Essential
High level of integrity, accuracy, and attention to detail, coupled with Strong analytical and problem-solving skills	Essential
Ability to work independently and manage competing priorities	Essential
Strong understanding of Scottish charity finance, including Charities SORP, OSCR requirements, and restricted funds	Desirable
Experience working directly with a Board of Trustees	Desirable
Knowledge of charity funding, grants, and funder reporting	Desirable

Have an understanding of and commitment to the social aims and objectives of The Ridge	Essential
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Background

In Dunbar and the surrounding villages it can be especially hard to find jobs, and to access support and training. We are 30 miles away from Edinburgh and the cost of public transport makes working and training in Edinburgh and its outskirts prohibitively expensive.

The problems faced by the more vulnerable members of our community whether it be substance abuse, mental health issues, or issues arising from poverty are all exacerbated by Dunbar's poor public transport system. The Ridge aims to provide local, effective, personalised and holistic support for local people to help them move beyond dependency towards contribution and fulfilment.

Across the Ridge, we aim to create jobs and training opportunities, primarily in Dunbar. We value our local heritage, in terms of both the natural and the built environment, and want to make sure that the current and future generations are able to appreciate and care for it.

We want to:

- provide training and support to help people find gainful employment locally
- develop a range of practical supports to allow more vulnerable members of our community to overcome barriers in accessing training and necessary interventions, to facilitate the fulfilment of their potential.
- provide training and support to give individuals the knowledge and skills to cook healthy food from scratch for themselves and their families, with a limited budget
- protect our local environmental heritage by creating a training garden within the historic Backlands site, respecting its historic significance, whilst also developing local skills and knowledge around gardening
- protect our local built heritage by creating a base of skills and knowledge to carry out restoration and
- maintenance of historic buildings.
- develop business uses for restored buildings, to create jobs and to provide income to make our projects sustainable
- promote and make available the personal health and well-being benefits of gardening stimulate our local economy by improving Dunbar town centre as a tourist attraction, as well as an attractive place for local people to live, work and shop

The Ridge is a Scottish Incorporated Charitable Organisation, with a wholly-owned trading subsidiary, the Ridge Foundations Community Interest Company. To find out more about the Ridge, visit our website www.the-ridge.org.uk

Date last updated: 24 February 2026