



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Social Enterprise Finance Assistant –Glasgow *(female)

- Salary:** £17,600 – £21,600 (pro rata 16 hours) depending on qualifications and experience
- Accountable to:** The Social Enterprise Manager
- Duration:** Until 30th June 2019
- Hours per week:** 16 hours per week

Job Description

Applications are invited for the Social Enterprise Finance Assistant post. This role will be to ensure the smooth running of financial systems for Saheliya's social enterprise activities in Glasgow; childcare services, sewing and market gardening, including monitoring, recording, and reporting on project income and expenditure, and drawing up and submitting of invoices and receipts.

Main Tasks:

- Participate in finance related social enterprise training.
- Ensure best practice financial recording systems for Glasgow Saheliya's social enterprise activities.
- Provide regular financial reports to the Social Enterprise Manager and social enterprise lead staff.
- Help to deliver best practice customer care through timeous invoicing and receipts
- Work with the Social Enterprise Manager and other lead staff on income and expenditure projections for each of the social enterprise strands
- Attend regular support and supervision, social enterprise Project team meetings, and Saheliya staff meetings.
- Work with the support of the Social Enterprise Manager to provide appropriate timeous reports to Aspiring Communities.
- Provide information to inform the drawing up and up-dating of business planning.
- Ensure the Saheliya ethos is maintained and promoted in all activities in-house and externally

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861) and recognised as a charity (SC020069)



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Person Specification

Essential

- Female*
- Willingness to learn about social enterprise, its ethos, and the role it plays in regeneration and employment – especially for those who face barriers to the job market
- A qualification in book-keeping or accounting or demonstrable extensive experience.
- Excellent time-keeping, willingness to learn (as appropriate), and a positive approach to problem solving
- Good computer skills
- Able to work well in a team and individually to maximise the success of the project.
- Courteous and polite.
- Commitment to equality, human rights, and social justice.
- High level of professional and personal integrity

Desirable

- Willingness to learn about the importance of fair trade and environmental sustainability
- In-depth understanding of the additional and specific problems faced by BME women in Scotland
- Understanding of mental health issues
- Experience of working with service delivery to vulnerable people.
- Speaker of one or more relevant community languages
- Lived experience of the problems our service users face
- Experience of website development
- Experience of working in the voluntary sector
- Experience of public speaking

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Closing date for applications: 28th January 2019 (2pm)

Interviews: TBC

Applications to be sent to: info@saheliya.co.uk or Saheliya, Recruitment,
125McDonald Road, Edinburgh, EH7 4NW

For further details contact:

Saheliya, 125 McDonald Road, Edinburgh EH7 4NW

Tel: 0131 556 9302

Email: info@saheliya.co.uk

Website: www.saheliya.co.uk

**The Equality Act 2010 (part 1, Schedule 9) applies to this post. Applications are therefore restricted to female candidates only.*

**This post is funded by ESF and the Scottish Government via
The Aspiring Communities Fund**



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

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