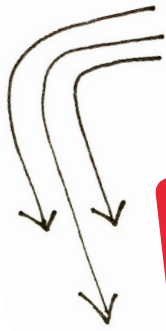


The Children & Young People's Commissioner Scotland is recruiting for the position of:

**Finance and Administration Assistant – Grade 2**  
**Full Time – 37 Hours per week £21,087**  
**Edinburgh**

The responsibilities and powers of the Children and Young People's Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



**All applications are welcomed and must be submitted before closing on at midday on 22nd March 2019.**

**Interviews will take place week commencing 8th of April.**



**Children & Young People's Commissioner Scotland**

Bridgeside House,  
99 McDonald Road,  
Edinburgh,  
EH7 4NS

Phone: 0131 346 5350

Website: [www.cypcs.org.uk](http://www.cypcs.org.uk)

Facebook: [www.facebook.com/cypcs](http://www.facebook.com/cypcs)

Instagram: @cypcs

Twitter: [twitter.com/cypcs](https://twitter.com/cypcs)

Youtube: [www.youtube.com/user/RightsSCCYP/](http://www.youtube.com/user/RightsSCCYP/)

\* Candidates with care experience, or with a disability, who satisfy the essential basic criteria for the post will be invited for interview



Are you an experienced Administrator with sharp organisational skills seeking a unique and exciting opportunity to work in a fast-paced, forward-thinking organisation? Are you someone who thrives on producing accurate and timely work? Would you like to bring your strong organisational skills to a busy national office? Then we want you to join us.

We're looking for an enthusiastic, motivated Finance and Administration Assistant to join our team.

This role would ideally suit someone who wants to be actively involved in the organisation and running of our vibrant office.

We are a dedicated team who bring a variety of skills and talents to influence and drive progress within children's human rights. We work to our shared values of bravery, independence, leadership, participation and respect so that we can be the fierce champions of rights that children and young people need us to be.

In addition to a flexible working hours policy, we offer a generous staff reward package.



Applications are now sought for the following position:

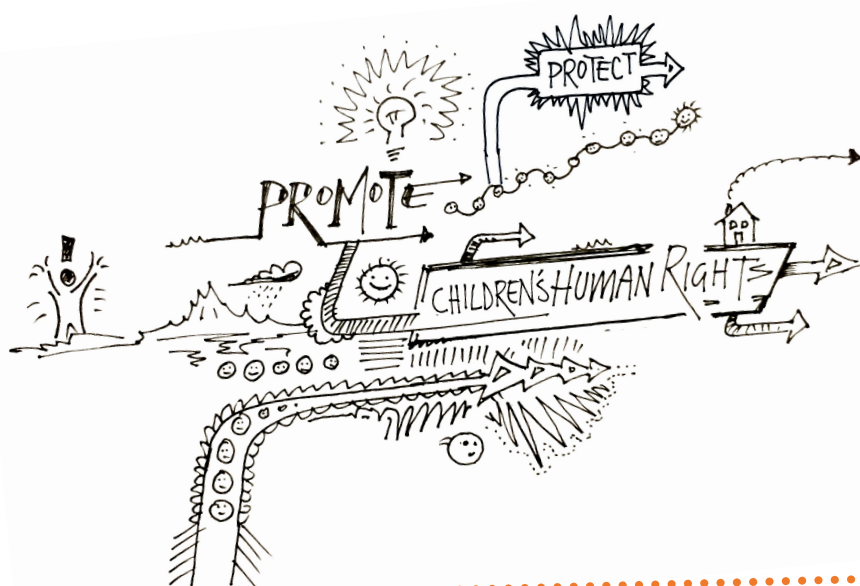
**Job Title: Finance and Administration Assistant**

**Grade: 2**

**Reporting to: Head of Corporate Services**

**Location: Edinburgh**





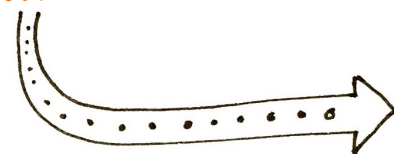
## **BACKGROUND**

In 2003 the Scottish Parliament wanted to “make a real difference by creating an independent, high-profile and influential post” of Children and Young People’s Commissioner with a responsibility to promote and safeguard the rights of everyone under 18 in Scotland or up to 21 if the young person is in care or has care experience.

Children and young people don’t have the same economic or political power as adults. Adult systems aren’t designed around children’s needs and when things go wrong it’s much harder for them to get justice. They need a champion who is an independent person able to challenge those in power. The role of Commissioner must do that, whilst bringing together different parts of the political and institutional systems and society in the best interests of the child.

In promoting and safeguarding children’s human rights, our office must have regard to the United Nations Convention on the Rights of the Child. In particular we must work to ensure that children and young people enjoy their rights and lead lives where they are free from discrimination, their best interests are always taken into account, they have the opportunity to maximise their development and their views are given due regard in decisions affecting them.

The responsibilities and powers of the Children and Young People’s Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



## **Role Summary:**

The Finance and Administration Assistant will work in the Corporate Services Team, reporting to the Head of Corporate Services.

The successful applicant will be responsible for the administration function of our busy office and will also assist the Head of Corporate Services in ensuring that financial transactions are recorded in a timely manner.

The Finance and Administration Assistant will provide the office with sound organisational skills, in a unique, cross-cutting role.

This role requires you to be able to multi-task whilst ensuring accuracy.

## **The key strategic issues impacting on the post will be:**

- The office's Strategic Plan 2018-20
- Prompt Payer's Code as set out in the 1998 Act

## **Responsibilities:**

### **To provide administrative support to the office including but not restricted to:**

- Processing incoming and outgoing mail.
- Responding to requests for information and resources
- Assisting with the planning of events including liaison with venues, contractors and speakers.
- Organising internal and external meetings, including collating and sending papers, inviting delegates and minute taking.
- Booking travel and accommodation
- Liaison with suppliers including obtaining estimates for work and ordering stock.

### **To provide financial support to the office including but not restricted to:**

- Using SAGE Line 50 to record and pay invoices, credit card transactions and bank reconciliation
- Generate automated expenditure reports via SAGE

## **Relationships with Stakeholders:**

- Foster and maintain good working relationships with internal and external stakeholders.

**The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Children and Young People's Commissioner Scotland.**

## **Essential Requirements**

### **The successful candidate must have**

#### **Knowledge and experience**

- Educated to Higher level or equivalent relevant experience
- At least 2 years' experience in a office based administration role
- Demonstratable competency in Microsoft office applications and SAGE Line 50.

#### **Leadership**

- Having sound judgement and ability to act on your own initiative and prioritise your own workload.
- Gravitas to deal with complex telephone enquiries with professionalism

#### **Participation**

- Excellent written and oral communications skills including good working knowledge of office-based ICT.

#### **Bravery**

- A proven track record of a proactive, solution-based approach
- Ability to critically evaluate options and make sound decisions and recommendations in a fast-paced environment
- Organisational skills and an ability to undertake high volumes of work, to a fast pace and delivered to strict deadlines;

#### **Independence**

- Experience of taking ownership and being accountable for work and encouraging others to do the same

#### **Respect**

- An excellent capacity to develop and maintain effective working relationships internally and externally
- A proven track record of working effectively in teams in a multi-disciplinary environment.

## **Desirable Requirements**

### **The successful candidate may have**

- HNC/HND in relevant subject
- An interest in working directly with children and young people.
- An interest in children's rights and civil society.

Appointment to this post, is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to withdraw the offer of employment.

Successful candidates will be required to produce original certificates to enable us to verify qualifications.

\* Disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

We consider you to be care-experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care, or have been looked after at home on a compulsory order).

