Town Break SCIO provides services to support people with early to moderate dementia and their carers, using the skills of trained, supportive, committed volunteers.  We liaise with statutory, voluntary and other complimentary services, to support people with dementia to remain within their own home and community within Stirling District.

**Job Title: Finance & Administrative Officer**

**Reports to:** Town Break Development Manager

**Base:** The post will be based in the Town Break office in Stirling Business Centre, 3 Whitehouse Road, Stirling with an occasional requirement to work in various locations throughout Stirlingshire depending on the needs of the charity.

**Salary:** £20,293.85 (Point 20)

**Hours of work: 25 per week**

**Duration:** This post will be funded for a twelve-month period with the possibility of extension if further funding becomes available.

**Overview of post**

The Finance and Admin Officer will provide a full range of organisational and administrative support to the Development Manager, staff and wider board members as required. The post is responsible for managing the day to day finances, maintaining the financial records using Excel. The postholder must help to ensure effective communication across the team, and provide accurate and timely administrative and financial support to the day to day workings of the charity.

**Key accountabilities and responsibilities:**

* To manage the day to day finances of Town Break on behalf of the Development Manager in accordance with standard accounting procedures
* To provide a full range of administrative support to the Development Manager and wider team.
* To work with the Development Manager to provide draft budgets, accounts and financial statements, within a relevant financial policy framework, as required by the Board
* To ensure that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and, in consultation with the Treasurer, make arrangements for them to be externally examined or audited, as required by the Board and the Office of the Scottish Charity Regulator.
* To work with the Development Manager to ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard Town Break SCIO
* To be a key point of contact for the charity, providing high quality information by a range of communication methods.
* To manage all day to day correspondence and administrative tasks, including dealing with telephone enquiries and visitors to the office.
* To manage office and general supplies as required, ensuring adequate supplies and value for money.
* To process and record income, invoices and payments promptly and accurately, and support the Treasurer as required.
* To take a lead role in ensuring accurate information is available on networked drives, internal databases and website.
* To co-ordinate Board meetings by drafting agendas and papers, following up on key actions and progress points and administering the meeting.
* To be able to plan and organise own programme of work within agreed deadlines without supervision.
* To respect confidentiality and carry out all responsibilities in a professional manner.
* To undertake research, provide project support and produce reports and presentations as required by the Development Manager and other Officers.
* To complete any other duties when requested that are commensurate with the role. As Town Break is a small charity, this may include supporting colleagues in a wide range of activities where additional support is required to allow the charity to achieve its objectives.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS AND TRAINING | * Good level of educational attainment.
* SVQ in Administration or Finance related subjects.
 | * Relevant higher qualifications in Administration or Finance.
 |
| COMPETENCY – Knowledge, skills, abilities and experience | * Experience of providing senior level administrative support within an organisation
* Excellent IT and admin skills, able to work with relevant software packages including Word, Excel, Access. Powerpoint and across both online and paper based environments.
* Strong organisational skills – Ability to work to deadlines and manage competing demands, working as a team member.
* Excellent face to face and written communication, interpersonal and presentation skills
* Experience of carrying out unsupervised research, analysis and presentation of the results or recommendations
* Ability to record information accurately with proven customer service/care experience.
 | * 3 years experience working in admin and finance roles.
* Familiarity with Excel software or similar.
* Some experience and / or knowledge of charity finance (OSCR) and pension schemes.
* Experience of working closely with Senior Management and Board members
 |
| **WORK RELATED PERSONAL REQUIREMENTS** | * Personal organisation skills, time management, prioritisation
* Initiative: ability to deal with queries in the absence of the Manager and take appropriate action.
* Experience of dealing effectively and appropriately with people at all levels and in all contexts
 | * Experience of working with volunteers, or personal experience of volunteering
* Experience of working with older people with dementia.
 |
| OTHER WORK REQUIREMENTS | * A commitment to Equal Opportunities
 | * Able to take part in meetings and other events outside of normal working hours (with notice).
 |

### **The closing date for this post is 5.00pm on Friday 29th March 2019. We anticipate interviews will take place on Wednesday 10th April 2019.**