



Job Description: Finance, Accounts and Office Administrator

Part time: 17.5 hours per week

Salary: £24,000 p.a. pro rata

Location: Central Edinburgh

Purpose and role of Job:

The main purpose of the post is to accurately maintain the books and records for Prostate Scotland and to undertake administration of the Prostate Scotland Office. The role in particular includes ensuring that the books/ accounting entries are up-to-date (using Sage software) and income/donations and purchase invoices are properly and appropriately coded, an up-to-date ledger maintained and the bank accounts reconciled monthly. On a monthly basis, a copy of the P&L account and balance sheet is required to be forwarded to the Treasurer and the Director. The role also includes managing office supplies and services, and maintaining the office filing system.

Reporting Relationship: Reports to Director

Main Duties and Responsibilities:

- To look after the books and accounts for Prostate Scotland, ensuring that the entries are up-to-date and income/donations and invoices are properly and appropriately coded and an up-to-date ledger maintained.
- Processing and listing of donations/income
- Processing /posting of invoices;
- Posting of journal entries and costs to relevant cost centres
- To undertake invoicing and compiling of purchase orders for approved purchases for Prostate Scotland.
- On a monthly basis reconcile bank statements. Forward to the Director and Treasurer, on a monthly basis, a copy of the P&L account and balance sheet from Sage.
- To assist with the compilation of Gift Aid claims and listing of incoming donations on spreadsheet and the database and assisting with correspondence with donors.
- To order and manage office supplies and services
- Maintaining the office (electronic) filing system
- Co-ordinating and maintaining office databases
- To contribute to the Prostate Scotland team and to help support the running of Prostate Scotland through tasks including making travel arrangements
- To undertake such commensurate duties as may from time to time arise and as agreed with the director

Person Specification

Essential Experience and Knowledge:

- A good knowledge and experience of Sage
- Microsoft Office – especially Excel
- Experience of book keeping for an organisation
- Experience of administration
- Experience of working with suppliers
- Experience of working with databases

Skills and Abilities:

- Must be numerate
- Good communication skills
- Capable of working in a small but busy office
- Capable of being a self starter
- Familiarity/competence of using IT/ systems

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work.

The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.



Information for applicants applying for the post of Finance, Accounts and Office Administrator

The Role:

The role involves taking forward the book keeping and looking after the finance systems in Prostate Scotland, as well as taking forward and looking after the office administration systems. This post has a valuable and important role in assisting in the effective running of Prostate Scotland – ensuring the upkeep of its books and financial systems, liaison with suppliers and services providers for this small but busy charity. The role will include maintaining the ledgers (via Sage), producing management accounts, and ensuring the provision of office supplies and services. The post holder will also help maintain the office (electronic) filing system and databases. The post will involve working from the Prostate Scotland Office in Torphichen Place in central Edinburgh, close to Haymarket station.

About Prostate Disease and Prostate Scotland

Prostate Scotland was set up in 2006 as a Scottish charity to develop awareness of prostate disease, to support men and their families/ partners with the disease through

providing advice and information and to advance treatment and research into prostate disease.

We are a small, developing and dynamic charity with a real desire to tackle prostate cancer and disease and the impact it can have on men and their families in Scotland. There is quite a task ahead as:

- Prostate disease is likely affect one men in two at some stage in their lives;
- One in ten men is likely to get prostate cancer
- Prostate cancer is the most common cancer in men in Scotland
- Recent NHS projections suggest an increase in the number of men with prostate cancer over the next decade is likely to increase by 35%
- Over the past 20 years the number of men of men surviving prostate cancer has doubled and we want to see that further improve

Our Board of trustees is made up people with personal knowledge and experience of prostate disease, as well as some of the leading medical experts on prostate disease and on cancer in Scotland. We are a growing and developing organisation that is ambitious to make a difference for men with prostate disease and their families. We received the award for best Charitable Initiative in the 2009 Pfizer UK Excellence in Oncology Awards, which celebrates the best initiatives in the field of cancer care and we were awarded a GSK Impact Award by the respected Kings Fund for our contribution to community health in 2010, as well as receiving best public sector advert award in the Scottish Advertising awards in 2010, and two awards in 2013 and 2015 in the BMA Patient information Awards. In 2017 the charity was awarded Scottish Health Charity of the Year.

We have made significant strides in closing the gap that exists in information for men and their families across Scotland wide information about prostate disease, which tends to affect men from age 40 onwards. We have begun to tackle this with the launch of a new multi-functional website for Scotland with information for men and their families, an information project and an awareness initiative and a workplace initiative. We have been successful in reaching many thousands of people but there remains a significant challenge to reaching the many missing hundreds of thousands who may be affected in the future.

Website: We have developed an award winning interactive website, with information about the range of prostatic diseases and about how and where to get treatment. You can find it at www.prostatescotland.org.uk. It includes accessible videos about symptoms and treatments from the experts on prostate disease – the clinicians and men with prostate disease.

Awareness Initiative: We have also launched and taken forward a major awareness campaign with materials across Scotland including tv and radio advertising, posters in washrooms, reaching many thousands of people across Scotland.

Information & Advice project: We have established an information and advice project across Scotland aimed at improving the availability and quality of information about prostate disease in Scotland. This has led to the development of a series of information materials for individuals and their families with a set of 'Simple guides to prostate disease and its treatments which have been made available in the community as well as a series of Explanatory guides that are being made available in health centres and hospitals, and a specialist series of Spotlight On guides to individual treatments.

Workplace Initiative: We have also developed a Workplace Initiative, following generous support from Standard Life, which reaches out to staff through workplaces via their companies and organisations. The initiative was developed as workplaces are where many people spend a significant amount of their time and are an important means of reaching people. We have developed a toolkit of information for companies that has proved very popular. A significant number of ToolBox workshops are delivered to businesses and organisations across Scotland

Fundraising: The vast majority of our funding comes from voluntary sources (95%), either in the form of donations from individuals, companies and community groups. We also raise an important amount from fundraising events. We have also received funding from the Scottish Government and from Sir Tom Farmer through the Farmer Foundation towards our Information and Advice Project. We have also benefited from a very successful partnership with the Freemasons and also with Rotary clubs. We aim to spend as much of our income directly on our core work of combating the affects of prostate disease.

Blue Horizon Robot Appeal: We have recently successfully completed a major appeal to raise just under £3 million to towards the introduction of robot assisted prostate cancer surgery in the East and West of Scotland.

Patient Research and Policy Project: We are also taking forward a project to ensure that men with prostate disease's perspectives, needs, concerns and hopes on such key issues as treatments, services, side effects, and on daily living with prostate cancer are fully researched explored and where appropriate solutions considered, and for men newly diagnosed the opportunity of attending a living with prostate cancer seminar to assist them in living with the disease. A cross Scotland survey of men with prostate cancer experiences and perspectives has just been completed.

Summary

Prostate Scotland is a small organisation, and the post holder will be expected to become part of the Charity's team. The post offers the opportunity to be part of a young but fast developing health charity, to work with a wide variety of people and to contribute to helping tackle the most common cancer in men in Scotland. If you get a buzz from working to help enable the effective running of an organisation that can make a real difference to people's lives then this could be it.