

Finance & Business Officer – Guidance

September 2019

If you require this application pack in another format, for example in large print, please contact Lynne Davies at the Equality Network, by email at lynne@equality-network.org or by phone on 0131 467 6039.

Thank you for considering an application for the Finance & Business Officer post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline terms and conditions;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Lynne Davies at lynne@equality-network.org or on 0131 467 6039.

Please note that the deadline for us to receive applications for this post is 9.00 am, Friday 4th October 2019.

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Lynne Davies as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification.

Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us or printed. If it is handwritten, please ensure that it is legible and is written in black ink, because we will be photocopying it. The person specification for the post includes strong written communication skills, and the standard of writing on the application form, including the organisation of material, clarity, spelling and grammar, will also be taken into account in shortlisting.

Please send your completed application form to us, either by email to lynne@equality-network.org or by post to: Lynne Davies, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR, with the envelope marked "Confidential".

Please also complete the diversity monitoring form and return it to us by email to diversity@equality-network.org or by post to Diversity Monitoring, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR.

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

Please ensure that your completed application form reaches us by the deadline of 9.00 am, Friday 4th October 2019.

On receipt of your application form, it will be given an identifying code, and the first three pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted within two weeks of the application deadline. Interviews will take place in the week starting 14th October. If you are invited for interview, we will offer you reasonable travel expenses to enable you to attend.

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Background information

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The Equality Network

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ eleven staff, at our office in Leith, Edinburgh. We also have a number of sessional workers, and volunteers help with a variety of our work.

Our work includes LGBTI national policy development and influence, community development and engagement, research and consultancy, information and training on LGBTI equality, and we also have specific work focussed on trans equality, intersex equality, and intersectional equality including for minority ethnic and disabled LGBTI people.

Our annual turnover is just over £500,000, of which 90% is currently from grant income and the remainder from fundraising and fee paid work. We provide quarterly financial reports to our funders.

We are a charity and a company limited by guarantee, and comply with all the associated regulatory requirements.

www.equality-network.org

@LGBTIScotland on twitter

Finance & Business Officer

Job description

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Accountability

The Finance & Business Officer reports to the Director of the Equality Network.

The Finance & Business Officer may supervise one or more volunteers to assist with our work.

Principal role

The Finance & Business Officer plays a key role in the running of the organisation, managing our accounting and payroll systems and our financial reporting, and our office and inventories. They provide administrative advice and support to other staff across our activities, and support the delivery of our fundraising and volunteer strategies.

Key responsibilities

- To manage our accounting systems (using Sage) including the processing of payments, expenses claims, company credit cards, invoicing, donations, petty cash, and reconciliations, and to liaise with the bank, fundraising portals, and other finance stakeholders.
- To work with our payroll contractor and pension provider to ensure accurate and regular payment of salaries.
- To prepare regular management financial reports for budget-holding staff, the Director and the Board, and to prepare financial reports for funders.
- To provide support and advice to other staff on the preparation and administration of budgets.

- To work with our auditor to ensure timely and accurate annual accounts are prepared.
- To assist with the development and implementation of our fundraising strategy.
- To provide administrative advice and support across our activities, including for purchasing, sales, fundraising, recruitment, HR records, events organisation, network emails, and activity recording and reporting.
- To ensure the smooth running of the office, including management of IT systems, office equipment, utilities and other services, and filing systems.
- To manage our inventories and storage, including of equipment, publications, merchandise and archives.
- To ensure the office complies with health and safety requirements.
- To support the delivery of our volunteer strategy, including recruitment and induction of volunteers.
- To be the first point of contact for enquiries via phone and email.
- To maintain a record of work done for reporting and evaluation purposes.

Demands

- The post holder will be expected to handle a varied workload which may change rapidly in response to external events.
- The post holder will be expected to represent the organisation professionally and effectively to external stakeholders.
- The post holder must be able to deal effectively and sympathetically with a wide variety of people.

- The post holder will be working in a busy, open area office on the ground floor.

General responsibilities

- To work collaboratively as part of the Equality Network staff team to develop and achieve shared goals and objectives.
- To maintain good relationships with colleagues, volunteers, and other stakeholders.
- To contribute to the good running and development of the Equality Network.
- To comply with the policies of the Equality Network.
- To undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

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Person specification

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Essential

1. Experience of accounting and reconciliation, using Sage.
2. Experience of budget management and the preparation of financial management reports.
3. Experience of office administration.
4. Experience of the administration of activities such as events, fundraising or similar.
5. Strong written and oral communication skills, including an ability to explain issues in an accessible way to people from different backgrounds.
6. Strong interpersonal skills including the ability and flexibility to work cooperatively and effectively with a wide range of stakeholders.
7. Computer literate across a range of applications including social media, website and email systems.

Desirable

8. Experience of external audit including the delivery of accurate and complete information to the auditors.
9. Experience of equality issues, in particular as they relate to LGBTI people.
10. Experience of managing volunteers.

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Outline terms and conditions of post

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Place of work	Based at the Equality Network office, at 30 Bernard Street, Edinburgh, EH6 6PR, but may require travel to events and meetings in other places, including, exceptionally, overnight stays.
Employment period	This post is currently funded until 30 th June 2020, but we intend to continue it after that date subject to renewal of funding.
Hours of work	Full time: 35 hours per week It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working may be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.
Salary	The annual salary is £26,271 (SJC point 27, AP4.1), depending on skills and experience. Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation. Salary is paid monthly in arrears, on 25 th of the month.
Annual leave	The leave entitlement is 35 days per year which includes public holiday entitlement. The leave year runs from 1 st April to 31 st March.
Probationary and notice periods	The post is subject to a three month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.

- Pension** The Equality Network will contribute a sum equal to 8% of your salary to a pension scheme with the Equality Network's group provider, or with another provider of your choice.
- Sick pay** During the probationary period, sick pay will be at the Director's discretion.
After successful completion of the probationary period, full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 4 weeks, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.