

**Glasgow Night Shelter for Destitute Asylum Seekers**  
**[www.glasgownightshelter.org.uk](http://www.glasgownightshelter.org.uk)**

<b>Job Title</b>	Admin and Finance Officer
<b>Job Purpose:</b>	To coordinate the administrative and financial systems of the charity and the accommodation we provide.
<b>Salary</b>	£19,000
<b>Term of Contract</b>	FIXED TERM TO MARCH 2021. An extension may be possible, subject to funding.
<b>Responsible to</b>	Project Director
<b>Hours per Week</b>	Full time 39 hrs p/w
<b>Annual Leave Entitlement</b>	33 Days inc Public Holidays
<b>Probationary period</b>	3 months
	The successful candidate will be required to complete a Standard Disclosure Scotland check

### **About us**

Since 2011, Glasgow Night Shelter (SCO47169) has provided somewhere safe and warm for destitute asylum seekers to stay overnight, 365 nights a year. We provide emergency accommodation to some of the city's most vulnerable people. Currently, male asylum seekers, who because of their current immigration status cannot access other homelessness services, are provided with a warm evening meal and a safe place to stay the night. The shelter is staffed by experienced workers who help signpost the guests to health and legal services. The staff team are in turn supported by a large and committed pool of volunteers.

In partnership with other refugee, asylum and homelessness organisations, we are embarking on a major project not only to transform our own service but to change the way the needs of homeless asylum seekers are met. With support from a range of funders, we are piloting new types of accommodation and ensuring that asylum seekers themselves are at the heart of the work.

### **About you**

We need an experienced Admin and Finance Officer to set up and coordinate the smooth running of the charity's systems and processes. This role will have a particular focus on finance and HR but has scope to include wider interests and expertise, for the right candidate. This role will suit an experienced office professional who relishes a diverse workload and has a *get stuck in* attitude! You'll have outstanding interpersonal skills and be able to communicate effectively, both verbally and in writing, with a wide range of people. You'll care deeply about people – and you'll know that good systems and processes make it possible to deliver really excellent services.

## Person Specification

	Essential	Desirable
Experience in the use of Sage or equivalent computer-based accounting software and able to process accounts to Trial Balance stage	x	
Proficient in the use of standard ICT packages (eg G Suite and Microsoft 365).	x	
Understanding of confidentiality in relation to both service users and governance	x	
Understanding and experience of project management tools		x
Experience of Wordpress/similar & interest in social media		x
Experienced in providing excellent customer care	x	
Excellent interpersonal and communication skills	x	
Understanding of issues surrounding homelessness and affecting asylum seekers	x	
Experience of using online HR systems and/or time sheet recording		x
Demonstrable understanding of and commitment to equalities	x	