

# **FINANCE ASSISTANT**

## **RECRUITMENT PACK**



**SOCIAL  
ENTERPRISE  
ACADEMY**

# FINANCE ASSISTANT

PERMANENT | PART TIME [21 HOURS PER WEEK]

£20,000 PRO RATA PLUS COMPANY BENEFITS

BASED IN EDINBURGH CITY CENTRE

**Thank you for your interest in becoming our new Finance Assistant.**

The Social Enterprise Academy helps thousands of people to develop themselves and their organisations so that they can change the world for the better.

Through dynamic learning and development programmes facilitated by our network of skilled facilitators, we help entrepreneurship and leadership to flourish in organisations, networks, schools and colleges. We work with social entrepreneurs, chief executives, frontline teams, young people in and out of education and many others to support anyone contributing to social change.

We are looking for a customer focused, friendly, helpful and well-organised person to support our Finance Manager in providing accurate and timely financial information to colleagues, customers and stakeholders.

You will be joining the Academy at an exciting time as we develop as a social franchise and expand delivery of our programmes internationally.

We are looking for someone up for working with vibrant, entrepreneurial and dedicated people and colleagues and with a good value-fit with our organisation.

Having the right mind-set, attitude and approach is as important for us as having the right experience and skills. We appreciate that the best person might not have all the listed criteria yet so if you feel your experience and skills will help you to make a great contribution in this role and you have the right mind-set, we would welcome an application from you.

Yours sincerely,



Neil McLean

**Chief Executive**

**Social Enterprise Academy**

## JOB PURPOSE

- To safeguard and support the financial health and integrity of the Academy by providing effective financial data and support to our Scottish and International businesses
- To manage and build relationships with critical regulatory bodies, external suppliers, organisations, customers and suppliers.

## MAIN RESPONSIBILITIES

### SAFEGUARDING THE FINANCIAL HEALTH OF THE ACADEMY

- Manage the Academy's financial systems, procedures and processes dealing with all items of income and expenditure, of both a revenue and capital nature, ensuring a high level of accuracy and integrity
- Help secure the company's cash flow position, by managing the sales invoice process promptly and accurately; dealing with aged debtors on a regular basis
- Continuously develop and improve the Academy's financial processes, controls and financial reporting mechanisms
- Authorise and manage the Academy's payroll processes ensuring staff are paid accurately, on time and in accordance with all revenue and regulatory provisions
- Prepare all financial evidence and claims for any Funders, dealing with a high level of complexity and rigorous guidelines and protocols
- Support Hub Managers, Senior Leaders and Directors to effectively manage the business, by creating and preparing monthly financial reports and analysis ensuring a high level of confidentiality
- Prepare financial reports for the regular Finance Sub Committee, Business Development Sub Committee and Board meetings
- Create and provide reports, financial data and analysis for the Finance Manager
- Generally manage the day to day banking and reconciliation for the Academy and ensure that all internal controls are adhered to

### MANAGING RELATIONSHIPS

- Mentor and provide guidance, support and training on financial processes and procedures as well as compliance to our Highland and Islands office; our international hubs and any new Academy staff
- Support and provide guidance to colleagues to help them understand and interpret financial data and reports
- Build relationships and negotiate with suppliers to ensure the Academy is getting value for money
- Be the main point of contact for the Academy's banking and financial providers including Triodos Bank
- Deal diplomatically and negotiate with outstanding and difficult debtors to ensure that the Academy maintains a healthy cash flow position
- Liaise with and provide support to the auditor and the audit process

### OTHER DUTIES

- To contribute, as an integral member of the team, to the development and success of the Social Enterprise Academy

# PERSON SPECIFICATION

## ESSENTIAL

- Demonstrable experience of working in a finance role
- Experience of using Sage accounting software
- Excellent interpersonal and communication skills and ability to deal with challenging customers and clients
- A process driven approach to working
- Good organisational skills, ability to prioritise effectively, ability to collate and present information clearly and timely
- Excellent attention to detail and accuracy
- Excellent IT skills: specifically Microsoft office (Word and Excel)
- Keen to work as an integral part of a small organisation.
- Commitment to the values of the social enterprise
- An understanding of, and commitment to, equality of opportunity and diversity

## DESIRABLE

- Accounting qualification
- Experience of working in the third sector

## MANAGEMENT AND SUPERVISION

- You will report to the Finance Manager
- You will work within the Scotland Core Team based in our Edinburgh city centre office

## HOW TO APPLY

1. Complete the application form
2. Provide a covering letter
3. Send your application form and cover letter to [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy) by **4pm Thursday, 24 September 2020**
4. Please note that interviews will take place on **Tuesday, 06 October 2020**

**If you have any questions please contact:**

**Karen Veitch | 0131 243 2670 | [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy)**

## TERMS & CONDITIONS

- 21 hours per week
- Annual leave entitlement is 25 days plus 10 public holidays (pro rata)
- Staff benefits include a company pension, childcare voucher scheme, an employee assistance programme and learning and development opportunities
- Notice period – two months
- The Social Enterprise Academy is committed to the active promotion of equal opportunities, the living wage and in the provision of services to the community





Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering





# SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[karen@socialenterprise.academy](mailto:karen@socialenterprise.academy) | 0131 243 2670



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