

**Patrons of Cowane's Hospital Trust**  
Registered Scottish Charity No:SCO19364

## Job Description

This job description may be amended from time to time dependent on job requirements and Service provision.

<b>Section A</b>		<b>Pay:</b> G10
<b>Post Title:</b>	Finance Officer	<b>Eval Ref:</b> 3338
<b>Location:</b>	Cowane's Trust, Stirling	<b>Rate:</b> £35,287.20 FTE, Pro-rated at £19,604.00
<b>Reports to post (Title):</b>	Master and Factor	<b>Date:</b> August 2020
<b>Date:</b>	August 2020	<b>Hours:</b> 20 hours per week
		<b>Days:</b> TBC
		<b>Note:</b> Flexibility of working arrangements & additional hours may be required. Occupational Pension Scheme.

### Section B

#### ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).

The post holder will report to the Master & Factor.

The Finance Officer will have keyholder responsibilities for certain buildings owned by the Trust and will also be responsible, on occasion, for the setting/unsetting of the security systems.

### Section C

#### PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

1. Responsible for the provision of a professional financial management service to Cowane's Trust, to include the preparation of management accounts, VAT returns and annual accounts to the standard necessary to pass to Auditor.
2. To ensure that all financial matters are subject to best practice and comply with accounting standards and financial regulations.

**Section D****MAIN DUTIES and RESPONSIBILITIES**

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note: these are illustrative only and are not exhaustive.

**Responsibilities:** The Finance Officer will carry out a broad range of duties, including but not limited to:

**Financial Systems**

1. To ensure that effective financial control and information systems are in place and operate efficiently with regard to payroll, supplier payments, invoicing, insurance, procurement and other financial processes essential to the effective operation of the Trust.
2. To assist the Master & Factor in the management and maintenance of the properties owned by the Trust.

**Accounting**

1. Assist the Master and Factor in the preparation of the annual budget
2. Process supplier invoices and prepare supplier payments for authorisation
3. Reconcile bank accounts and liaise with banks
4. Raise sales invoices to clients and ensure that payment is received within credit terms.
5. Carry out monthly rent reconciliation with regard to housing management and liaise with housing management company about financial matters
6. issue purchase orders for repair work subject to limits set by the Master & Factor
7. Prepare monthly balance sheet reconciliations
8. prepare the monthly staff salaries, employment tax payments and pension contributions
9. Prepare the quarterly VAT return

**Audit**

1. Prepare the annual audit folder, including all relevant reconciliations, to a standard where the file can be handed to auditors for the annual audit.
2. Prepare the annual accounts, complying with SORP accounting

3. Liaise with auditors, providing them with requested information during audit.

### **Reporting**

1. Attend meetings of the Trust as required, presenting the management accounts to Trustees.
2. Prepare monthly management accounts within 5 days of month end, including budget comparisons and a written commentary
3. Ensure that the Master & Factor is kept fully briefed on the above matters and that issues requiring urgent action are brought to their attention timeously.
4. Provide guidance on financial matters of the Trust to colleagues where necessary.
5. Any other duties relevant to the post as directed by the Master and Factor.

### **Section E**

#### **RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE**

This section details responsibility for **physical assets**, eg. vehicles, buildings, stock control / procurement, **data**, eg computers, record keeping, **finance** eg. budget holding / monitoring / cash handling.

- The post holder may handle/process information which may be of a financial, personal, confidential or commercial nature, e.g. creating and updating various manual or electronic files or records, entering data on relevant information systems in accordance with GDPR.
- Information provided by the Finance Officer will be used by the Master and Factor and the Trustees to make decisions about the future of the Trust, and it is therefore essential that financial data is accurate and easily understood.

### **Section F**

#### **COMMUNICATIONS SKILLS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

- This will generally involve seeking and providing information with immediate work colleagues, Trustees, professional advisors, clients and a range of external contacts.
- This will also involve eliciting from or explaining information to these contacts
- The postholder may come into contact with Trust clients and must demonstrate a professional manner at all times.
- The post holder must have the ability to communicate complex financial data to non-financial individuals in an easily understood format.

**Section G****MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- The post holder will resolve problems or situations, generally by applying existing rules, procedures or instructions, otherwise they will revert to the Master and Factor for instruction.
- The post holder will plan and schedule their daily/weekly/monthly tasks.
- The post holder will be required to deliver high standards of customer service at all times.

**Section H****WORKING ENVIRONMENT and PHYSICAL EFFORT**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- Mainly indoors office based.
- The post holder will be required to access all areas of the Cowane's Hospital building.
- They may be required to work on alternative days or longer hours on occasion with reasonable notice, to ensure large events are properly managed in accordance with Hospital policies and within health and safety guidelines and in order to attend Trust meetings.

**Section I****KNOWLEDGE and SKILLS**

This section details the knowledge and skills including any qualifications, specific training or experience required.

**Essential:**

- Previous experience in a similar role.
- A relevant accounting qualification is required, with a minimum of HNC level acceptable. Part qualified and membership of an accounting body is desirable.
- Excellent communication skills with the confidence to work well with challenging clients or situations in a firm and tactful manner.
- Sound organisational skills.

- Excellent numeracy, literacy and report writing skills.
- Ability to devise and maintain information systems.
- High level of competency in the use of IT Systems
- Problem Solving Skills.

**Education:**

The post holder will be a part qualified or a fully qualified accountant registered with ACCA, ICAS, CIMA, CIPFA or another similar body. A minimum of education to HNC in accounting is required.

**Skills/abilities:**

- Excellent communication skills are a must.
- Good organisational skills.
- Ability to work as part of a team.
- Leadership.
- Customer focused.
- Discretion and Confidentiality.

**Experience:**

The Finance Officer should be able to demonstrate extensive experience in a similar role.

**Desirable:**

- Significant experience in a similar role.
- Prior experience in an event and/or property rental organisation.
- Driving licence.

**References:**

We require two references if invited to attend interview. At least one, or both, should be from your current or immediately preceding employer. A second reference should be from an individual (excluding any immediate relatives) who will testify to your diligence and trustworthiness.