

JOB DESCRIPTION- Finance Officer (Full time)

JOB TITLE: Finance and Administration Officer

SALARY: £22,500 with an employer contributory pension 6% (fixed term contract until March 2022)

REPORTS TO: Strategic Manager (ESOL for Work Project)

SUPERVISION: Strategic Manager

LOCATION: This post is home-based initially, with service delivery online. This will be reviewed in line with government guidelines and once restrictions are lifted will be based in our offices on St Georges Road.

PURPOSE OF THE POST: To manage and maintain financial systems and provide administrative support for the organisation

OVERARCHING RESPONSIBILITIES:

To ensure that all aspects of finance and administration of Glasgow ESOL Forum operate effectively and to a high professional standard.

KEY RELATIONSHIPS: managers, Board of Directors, all project staff, volunteers, learners, potential learners, external partners, supporters and funders

KEY RESPONSIBILITIES:

Financial:

- To ensure the smooth running of financial processes using Xero, online banking and Excel spreadsheets
- To ensure allocation of funding, income and expenditure is accurately recorded and monitored
- To work proactively with managers to review existing systems and develop effective financial procedures
- To report to managers and board on budgets and expenditure
- To manage invoices, direct debits, transactions and payments
- To prepare reports, spreadsheets and invoices, as required
- To liaise with external payroll department and ensure timely submission of payroll details
- To process sessional tutor timesheets
- To process employee pensions using online system
- To manage the petty cash system and ensure that all financial transactions are accurately recorded
- To prepare all financial transactions, invoices and documents and liaise with accountants for end of year reporting

- To oversee income from a variety of funding streams including grants, donors and fundraising activities

Organisational:

- To ensure a welcoming reception for learners, volunteers, sessional staff and external agencies
- To answer telephone enquiries
- To process learner and volunteer information in accordance with GDPR and organisational policy
- To take minutes at meetings
- To respond to, document and collate monthly enquiries
- To set up and maintain filing systems and databases
- To ensure up to date registration and information with Companies House
- To maintain current contact information personnel and board members
- To support managers and staff in recruitment drives for staff and volunteers
- To support staff to keep up to date risk assessments for the workplace, in all venues
- To manage office contracts for cleaning, photocopying, water, office supplies and other contracts necessary in day to day office running.
- To maintain and develop fundraising administrative tasks
- Any other administrative duties as required
- To actively participate in staff meetings and service reviews as appropriate

COURSE SUPPORT RESPONSIBILITIES:

- To prepare course materials and training materials
- To provide administration support for SQA classes
- To prepare registers for the start of each term
- To arrange meeting venues, photocopy materials, set up equipment and register participants for events and regular training

OTHER

- To assist with the development and maintenance of the website and social media
- To promote and represent Glasgow ESOL Forum as and when required
- Participation in relevant networking and development opportunities
- To review and reflect on own working practice, completing training as required
- The post will require occasional evening/weekend duties

PERSON SPECIFICATION	
Essential	Desirable
Proven track record in finance including spreadsheets, payroll support, online banking, petty cash systems	Appropriate qualification in finance
Experience using Xero (or similar online finance package)	
Experience in office administration	Qualification in administration
Excellent interpersonal and reception skills in working with colleagues and stakeholders	Experience in communicating with non-native English speakers
Skilled in the use of IT applications: particularly Microsoft 365 and Google Drive	
High standard of literacy and numeracy (non-native speakers: ESOL Higher or above)	
Good time-management and ability to meet deadlines	
A flexible approach to tasks and willingness to adapt to change	Experience of the voluntary sector
Ability to work on own initiative, independently and as a team member	
Ability to demonstrate initiative, be proactive and offer a solution-oriented approach	
Commitment to inclusion, equalities and anti-discriminatory practice	Experience of working with diverse minority ethnic groups