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**JOB DESCRIPTION**

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| **JOB TITLE** | **Finance and Administration Worker** |
| **ORGANISATION** | Crossroads Youth & Community Association |
| **LOCATION** | The Barn Youth & Community Centre, Gorbals, Glasgow  G5 9QS. We intend to resume office-based working when it is safe to do so. |
| **CONTRACT / HOURS** | Permanent / 21 hours per week (3 days per week) |
| **RESPONSIBLE TO** | Charity Manager and Board of Directors |
| **RESPONSIBLE FOR** | Financial control and general administration of Crossroads |
| **SALARY / PENSION** | Pt.24 SJC Scale (£25,435 pro-rata)  6% employer contribution to group pension scheme |
| **LEAVE** | 30 days plus 12.5 days public holiday pro-rata |

**About The Role**

This post will work closely with the part time Finance & Administration Officer to support and maintain financial systems and provide administrative support for Crossroads.

**About Us**

Crossroads Youth & Community Association is, by charity sector standards, an old organisation. It was established in 1967 as a registered charity to deliver youth and community work alongside the people of Gorbals and Govanhill areas of Glasgow. The collective who established Crossroads was called The Gorbals Group. They came to live in the same tenements, work the same jobs and live amongst the people of Gorbals back in 1958. The idea was to be with people in terms of equality rather than from a position of status, and to share in the struggles for justice and dignity.

Although today, Crossroads’ staff are not expected to adopt the radical residency approach of the Gorbals Group ministers, they are expected to uphold the original values of equality, dignity, and justice which underpins Crossroads’ youth and community work today. Our mission statement has remained the same since it was articulated by one of the charity’s founders in 1967: *Everyone has the right to live gloriously*. *Whatever in society makes this impossible must be challenged; whatever in the individual may make it possible must be nurtured and strengthened.*

The organisation has worked uninterrupted for six decades supporting communities to take control of the issues affecting them and experience the power to change them. Between 1971 and 2009 Crossroads performed the dual functions of a social work & community work student training centre and community & youth work agency. Today we operate from the community centre built by the charity and the Gorbals community. We deliver a broad youth work programme in Gorbals and community work initiatives in both Gorbals and Govanhill.

**Current Board/Staff Team**

* Board (8 Directors)
* Charity Manager (F/T)
* Finance/Admin Officer (currently one F/T post)

***This post will be split into 2 x P/T posts: Current recruitment process for***

***1 x Finance/Admin Officer and 1 x Finance/Admin Worker (it is essential that both workers will provide cover for each other to ensure vital aspects of the work are carried out)***

* Community Work Team (2 x F/T, 1 x P/T)
* Youth Work Team (2 x F/T, 4 x P/T)
* Facility Hygienist (P/T)

**About You**

As a Crossroads worker, you will be a part of something unique. We want you to look forward at what we can do and back at what we have done; to feel part of something valuable and purposeful. You should be fully aware of the accountability resting with you and the obligation you carry for supporting the key aspects of the charity. You will work closely with the Finance & Administration Officer in this role and the Charity manager will form the third corner of this vital administrative team.

**Main Areas of Responsibility**

**Accounting Processes**

* Ensure accounting records are well-organised, with paper and electronic trails filed securely and in accordance with the Charity’s requirements.
* Assist in the preparation of documentation required by the organisation’s auditors for the annual accounts.
* Operate and maintain the organisation’s accounting system and software (SAGE).

**Financial Planning for Sustainability**

* Contribute to the preparation of reports for the Charity Manager and the Board of Directors on all financial matters.
* Assist with and attend Board meetings in relation to financial reporting.
* Contribute to the development and maintenance of the organisation’s budgeting, forecasting, monitoring and financial reporting.

**Funding**

* Support the Finance & Administration Officer to present coherent financial information for our funders and supporters, helping them to understand how their money is used, and ensuring our proposals reflect accurate costs of our services.

**Administration**

* Support the Finance & Administration Officer for all staffing and HR systems, including: payroll and pensions, personnel records, monitoring, recording and reporting on staff sickness and annual leave, staff recruitment, staff induction and preparing and issuing contracts for staff members.
* To share responsibility with the Finance & Administration Officer for servicing of the Board of Directors, including preparation of agenda and papers for Board meetings, attendance and minuting of meetings.

**Financial Duties**

* Carry out basic finance functions including the recording of data and bank reconciliations, using our SAGE accounting system.
* Process invoices and requests for payment and ensure associated accounting records are updated accordingly – accounting software package.
* Support the payment of salaries, pensions, tax and national insurance including liaising with the Inland Revenue, Payroll Provider and other agencies.
* Operate, maintain and reconcile the petty cash system for staff.
* Oversee the organisation’s banking arrangements including the deposit and withdrawal of cash and cheques; act as a counter signatory on organisation cheques within delegated authority.
* Prepare monthly reconciliations of bank account and monitor cash flow.
* Manage and report on cashflow and prepare timely and accurate monthly management reports for key staff and quarterly financial reports to the Board of Directors.
* Participate in the development of budgets in support of funding applications for the continuance of Crossroads youth & community development work.
* Liaise with external agencies on financial and service delivery performance reporting.
* Liaise with funding bodies regarding grant payments and process timely claims and reports.
* Liaise with Companies House and OSCR to file annual returns, notify any changes in Board membership and any other information required.
* Prepare the financial information required for the year end audit (SAGE and backup paperwork) and liaise with auditor to ensure all information required is submitted within timescale.
* Maintain and monitor the Internal Financial Procedures policy document and make recommendations on best practice, good governance, policies and procedures and implementing same.
* Contribute to the Risk Register on financial matters.
* Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation.
* Attend Board meetings to provide information and analysis.

**Administration Duties Across The Organisation**

* Maintain and update confidential records such as HR files, annual leave records, sickness absence, travel and expenses forms.
* Manage and administrate the recruitment process for new staff / Board members.
* Provide information for and liaise with Payroll and Pension providers.
* To ensure that all necessary insurances are in place and updated alongside the development of new services and changes to existing services.

**Other**

* To comply and carry out duties with regard to all policies and procedures of the organisations.
* Keep abreast of current financial and HR legislation and practices.
* Work closely with the Charity Manager and other colleagues as part of a mutually supportive team.
* To carry out other duties appropriate to the post as requested by the Charity Manager.
* Work with the Charity Manager and other team members to develop effective management systems and working practices that make best use of human and financial resources.
* Adopt an approach which challenges one’s own and others’ attitudes, assumptions and behaviours that discriminate, prevent participation and foster disadvantage.

**Person Specification**

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| **Essential** |
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| Experience of supporting a Board of Directors/Senior Managers with management information (financial, HR, performance). | Y |
| Experience of book-keeping in a multiple-funder, multiple service environment. | Y |
| Confident user of SAGE accounting software for data input and management accounting. | Y |
| Proficient in using IT including experience of using Word, Excel. | Y |
| Experience of the management of payroll, pensions (auto-enrolment and private schemes) and expenses systems. | Y |
| Experience of budget development, use of full cost recovery principles, and reporting against budgets. | Y |
| Experience of organisational monitoring and the analysis of data. | Y |
| Ability to produce clear and accurate reports and proposals to support the strategic development of the organisation. | Y |
| Excellent team working skills with evidence of ability to work using own initiative. | Y |
| Commitment and ability to contribute to a safe, supportive and welcoming environment | Y |
| **Desirable** |  |
| A qualification of direct relevance to the post such as a HND in accountancy and/or working towards a CMA (CA or ACCA) qualification. | Y |
| Experience in an administrative, financial, HR or other relevant role. | Y |
| Experience of working in the voluntary sector. | Y |