

## Blairgowrie and Rattray Development Trust - Finance Officer

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| 1. | <p><b>JOB TITLE:</b> Finance Officer</p> <p><b>REPORTS TO:</b> Chairman of the Board of Trustees</p> <p><b>CONTRACT TO:</b> 31<sup>ST</sup> March 2022</p>  |
| 2. | <p><b>PURPOSE OF JOB</b></p> <p>To ensure that financial recording, reporting and forecasting procedures are in place and operating effectively for Blairgowrie and Rattray Development Trust (BRDT).</p> <p>To provide sound financial advice to the Trustees.</p> <p>To act as company secretary to the charity working closely with the Chairman and Board of Trustees.</p>  |
| 3. | <p><b>ORGANISATION AND JOB CONTEXT</b></p> <p>The post will be home based/remote working for the foreseeable future.</p>  |
| 4. | <p><b>PRINCIPLE ACCOUNTABILITIES</b></p> <ul style="list-style-type: none"> <li>a) To produce annual financial statements for BRDT, and to arrange for their audit, filing and distribution.</li> <li>b) To assist in production of strategy documents and associated forecasts, annual budgets and forecast revisions and other forecasts or analyses of performance as required for both internal and external use.</li> <li>c) To maintain appropriate accounting records using Sage and ensure timely production of management information for the Trust in a format and frequency directed by the trustees.</li> <li>d) To process all payments and invoices required and to ensure all bank accounts are correctly maintained.</li> <li>e) To assist in development of policies and procedures, including, but not limited to, those affecting risk management and financial controls.</li> <li>f) To process the payroll and ensure that payments and returns to the HMRC are completed as required, including monthly RTI.</li> <li>g) To ensure that all pension requirements are fulfilled in a timely manner.</li> </ul> |

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|    | <p>h) To be the 'keeper' of personnel records. Such records to be kept in a confidential manner and in line with the Data Protection Act.</p> <p>i) To provide Company Secretarial services to the Trust, including attendance at board meetings and record minutes and actions agreed at those meetings.</p> <p>j) To ensure that relevant financial returns are provided to all external bodies (HMRC, OSCR, Companies House, etc.) in a timely manner.</p> <p>k) To assist in managing project finances including the preparation of grant applications, and providing up to date and accurate financial reports to funders where required.</p> <p>l) To undertake other tasks delegated and required by the Trust.</p> |
| 5. | <p><b>WORKING RELATIONSHIPS</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>◆ Regular contact with Chairman</li> <li>◆ Regular contact with Trustee with responsibility for Finance</li> <li>◆ Attendance at Trustee/Board meetings</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>◆ Contact with suppliers, HMRC, auditors, bankers, OSCR, Companies House, other Government departments as required</li> <li>◆ Contact with grant beneficiaries and grant awarders.</li> </ul>   |

| Specification                   | Minimum  | Preferable   |
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| <b>Education &amp; Training</b> | <ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• CCAB qualified</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of a similar or comparable role for at least 5 years</li> <li>• Experience in SAGE</li> <li>• Charity Accounting experience</li> </ul> |
| <b>Specific Job Skills</b>      | <ul style="list-style-type: none"> <li>• Accounts preparation (Statutory and management accounts)</li> <li>• Payroll</li> <li>• Pensions auto enrolment</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of the specific financial needs of the charity/not-for-profit sector (including SORP, fund accounting etc.</li> </ul>               |

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|                             |   | <ul style="list-style-type: none"> <li>• Experience of implementing systems and control procedures</li> </ul>  |
| <b>Computer skills</b>      | <ul style="list-style-type: none"> <li>• Competent in use of standard office packages (spreadsheet; word processing; database; presentation software) and SAGE</li> </ul> | <ul style="list-style-type: none"> <li>• Advanced spreadsheet skills</li> <li>• Able to deal with most IT issues on own abilities</li> </ul>                         |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• 3 years PQE</li> </ul>   | <ul style="list-style-type: none"> <li>• 5 years PQE, with experience in both commercial and charity sectors.</li> <li>• Experience in grant applications</li> </ul> |
| <b>Communication skills</b> | <ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> </ul>  | <ul style="list-style-type: none"> <li>• Able to communicate financial information to non-financial colleagues at all levels</li> </ul>                              |