**JOB DESCRIPTION**

**Finance Officer/Administrator**

**JOB TITLE:**

Finance Officer / Administrator

**PLACE OF WORK:**

The place of work will be the EARS Edinburgh Office, however there will a requirement to also attend the EARS West Lothian Office on occasion. The scope of the workload, will cover all EARS offices, localities and staff teams.

**ACCOUNTABILITY:**

In the first instance the post is accountable to the Senior Advocate, then the CEO and, in their absence, to the Chair of the Board of Trustees.

**MAJOR FUNCTIONS OF THE POST:**

To develop and provide an Administration/Financial service which may include:

* the upkeep of systems, documentation and issues including, but not limited to Microsoft Office, SAGE and Pensions information.
* Supporting staff with administration tasks and issues.
* Issuing reports for the use of Funders, CEO and Staff including, but not limited to statistical, case list and quarterly reporting as well as SAGE, invoicing and financial reports.
* Alongside the CEO – ensure the financial reconciliation and incomes postings are up to date as well as payments/bills for other services.

**PRINCIPAL TASKS:**

* To provide a Finance/Administrative service to the CEO, Advocates, Board of Trustees and any others as directed by the CEO.
* To be the first point of contact for EARS advocacy partners, referrers, Advocates and volunteers - and any other person accessing the service - Monday to Friday (the distribution of these post’s hours can be negotiated).
* To maintain the postholders work email address and general email address for the Organisation and update the website.
* To maintain, review and develop the current administrative systems and to operate those systems on a day-to-day basis, including but not limited to, the filing systems - both computerised and paper, database systems etc.
* To maintain and report on the service's financial spreadsheets (SAGE/EXCEL) and the service’s records and databases (ACCESS/EXCEL) - to inform and update the CEO/Board on levels of income and expenditure and current service figures/trends/usage. This will include uploading pensions data, quarterly reporting, keeping record of invoice, reconciliation and general bookkeeping duties.
* To organise and service the meetings of the EARS Team or Board and any other meetings, as/when requested, e.g., distribute papers and agendas, take and distribute minutes, order catering, if required.
* To organise, order and maintain the EARS information materials, stationery, resources, office supplies.
* To maintain the appearance and upkeep of the offices with assistance from other staff.
* Any other reasonable duties, as requested by the CEO or, in her/his absence, the Board of Trustees.

**DECISIONS IN THE COURSE OF THE JOB:**

The postholder will be responsible for day-to-day decisions on the maintenance and smooth running of the administration service and EARS offices - as agreed with the CEO. The postholder will decide on the best ways to optimise the efficiency and effectiveness of the admin service and any financial systems. The postholder will also participate in a team approach to service planning and operational matters and support other members of staff with administrative issues.

The postholder is expected to maintain their own diary and work in a self-management style prioritising their own workload dependent on the needs of the Organisation.

**HOURS OF WORK**

35 hours per week – to be spread over 5 days. EARS operate a Time-Off-In-Lieu (TOIL) system for staff working overtime.

**ANNUAL LEAVE**

38 days per year, this includes public holidays.

**PENSION ARRANGEMENTS**

EARS currently operates a Workplace Pension Scheme.

**CONDITIONS OF EMPLOYMENT**

This post is reliant upon funding applications and the needs of the service and will be reviewed if/when there is any change on an Organisational or Financial level.

The postholder is expected to support the aims and work of EARS and keep up to date with all Service and Organisational changes.

This job description works alongside all the Employee Handbook as well as the Statement of Particulars for the employee.

**SALARY**

£21,000 per annum.

**INDUCTION/PROBATIONERY PERIOD**

There will be an initial induction/probationary period of 6 months, followed by a review.

**SUPERVISION**

Regular formal and informal supervision and support will be provided by the CEO who will also conduct the 6-month Review and an Annual Appraisal.