

Post: Finance Officer

Salary banding: Level 5

Responsible for the day-to-day operation of the finance department and the smooth running of the charity's financial systems, records and procedures, I work with the Head of Finance to ensure that all operational, financial and payroll administration is carried out accurately and efficiently within the designated timescales, and in accordance with procedures, legal requirements and best practice.

I process all payments for staff across the organisation and check for accuracy and consistency, ensuring the organisation complies with its legal requirements and best practice.

I work collaboratively with a number of internal and external stakeholders, including the charity's Area and Service Managers, payroll services, suppliers, banks, and with the HMRC and pension advisors and providers.

I respond to routine enquiries from staff, suppliers and other stakeholders, providing assistance and advice as required.

What I do and what I achieve

- I support the Head of Finance in preparing annual accounts, management accounts, budgets and audits
- I assist the Fundraising team, by providing financial information necessary to complete applications and reporting to grant providers
- I address financial, payroll and pension enquiries from staff, providing assistance and advice as required
- I support the HR department with relevant staff onboarding, records and changes and assist in implementing systems and processes that cross over the two functions
- I issue invoices, and bank income received by post
- I make payments for all organisational costs, ensuring these are correctly coded to nominals and funds
- I complete monthly bank reconciliations using Sage 50
- I reconcile the petty cash impress to evidence transactions are correct
- I maintain the purchase and sales ledgers to support accurate financial information
- I ensure all income and expenditure is documented and that financial records are complete
- I process payroll data for our payroll provider, ensuring that the information is accurate, on time and that all staff receive correct salary amounts
- I meet HMRC monthly deadlines to ensure that Support in Mind Scotland's legal obligations are met
- I carry out the administration of the staff pension scheme
- I record, on the absence management system, all staff absences so as this can be monitored and, if necessary, addressed by line managers
- I respond to Area and Service managers' queries in the absence of the Head of Finance
- I suggest changes to internal procedures and I am involved in the continuous improvement of processes.

Who I am

- I have relevant qualifications essential to this post, achieving an HNC in accounting, AAT or equivalent
- I have practical bookkeeping experience
- I have a good understanding of budgeting and management accounting
- I have experience of nominals and funds allocation
- Skilled IT user, with good working knowledge of Microsoft Office, and advanced MS Excel skills including Look-up and pivot tables
- I am fully proficient in accounting package (Currently Sage Line 50) and pension portal
- I work efficiently and have a high degree of attention to details
- I am able to prioritise work, and recognise the importance of meeting deadlines
- I can work autonomously within an agreed remit determined by my line manager
- I have excellent numerical skill
- My verbal and written communication skills enable me to work with a number of stakeholders, and to present financial information clearly to a range of audiences
- My professional and personal value base is reflective of Support in Mind Scotland aims and objectives
- I am a keen learner and keep up to date with financial legislation, I willingly undertake training and professional development as and when required.

I May Also Have

- Experience of working in the 3rd Sector and understanding charity accounting practices
- Ability and willingness to travel across Scotland when required.

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify the line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.