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## JOB DETAILS

Job Title:	Financial Administrator
Line Manager:	Executive Director
Location:	Glasgow with the option of considerable homeworking
Hours	Full-time, 35 hours per week (0.8 would be considered)
Salary:	Band E (£24,171 to £27,432, pro rata)
Operational Committee	Community Resources Committee

## Job Purpose

The Financial Administrator plays a key role in supporting and improving the operations of the Iona Community. The post holder will provide general administrative support, undertake the day-to-day processing of all financial transactions and be a key part of the team modernising the Iona Community internal infrastructure. This will involve supporting the Finance and Compliance Manager to develop the use of Xero across the organisation. Specifically, this will include identifying inefficiencies in existing systems and ways in which Xero and other apps and software can help. In addition, the post holder will be asked to participate by bringing a finance perspective in 2-3 projects upgrading other IT systems the Community relies on (e.g. website, bookings system). As new software solutions are assessed and implemented the Financial Administrator will be key to ensuring the best choices are made for smooth integration with Xero, payment systems and the Iona community's financial processes.

## MAIN RESPONSIBILITIES

- Manage day to day finances using Xero, ensuring payments are made as scheduled and data is up to date for our Accountant (who works one day per week)
- Perform all day-to-day bookkeeping duties using Xero and Excel, providing regular reporting to internal teams and for the Board of Trustees
- Maintain all necessary accounting records including invoices, expenses, payments and transactions
- Ensure payments are made as scheduled and processed through the bank
- Respond to general enquiries relating to accounts receivable and payable
- Liaise with the payroll bureau
- Liaise with grantees on payment queries
- Work with non-finance team members to ensure financial information is accurate
- Assist the Finance and Compliance Manager to file financial, regulatory and legal information with statutory bodies
- Maintain accurate financial information regarding donations and grants, including sources of donations and Gift Aid via ThankQ, our membership and fundraising database system.
- Assist with annual budgeting
- Assist with annual audit process
- Provide information to support cash flow forecasting and cash management

## **RESPONSIBILITIES TO HELP IMPROVE TO INTERNAL INFRASTRUCTURE**

- Understand the internal financial processes of different parts of the organisation to make suggestions about ways systems could be improved
- Develop own understanding of Xero and identify ways in which it can help the smooth running of the organisation
- Contribute to improvements in financial processing and reporting by working with colleagues to develop and implement new technology to streamline and automate transactions including sales, bookings and donation income and expenses and supplier payments
- Bring finance domain knowledge to contribute to projects selecting/implementing/upgrading other systems to ensure those systems can integrate as seamlessly as possible with our financial processes and systems

**And any other duties, reasonable and appropriate to the post, as may be required**

## **SUPERVISION AND BUDGET RESPONSIBILITY**

The post has no line management or budgetary responsibilities, although there will be a requirement to work within set budgets.

## **LEVEL OF AUTONOMY AND DECISION-MAKING**

This post has considerable day to day autonomy and the post holder can make decisions relating to the area of responsibility. Changes to processes etc. will require to be referred upwards as appropriate.

## **COMMUNICATIONS**

The main internal contacts of the post are: Colleagues in the Glasgow Office, on Iona and at Camas

The main external contacts of the post are: suppliers, contractors and service providers; customers; the bank.

## **PERSON SPECIFICATION**

### **Knowledge, Skills and Experience**

#### **Essential**

- Bookkeeping ability or experience
- Demonstrable experience of using cloud-based finance systems such as Xero or Sage (preferably Xero)
- Proven experience in office administration
- Excellent organisational skills including attention to detail, record keeping and data management

- Highly organised with the ability to put in place schedules and routines that give clarity to the wider team of what you need, when
- Able to plan and share time between more than one line of accountability (ie financial operations and project work)
- Self-motivated
- Ability to work flexibly and to deadlines
- Strong IT skills especially of Microsoft Office 365 and SharePoint systems
- Practical approach to problem solving
- At ease learning and working with off the shelf cloud-based systems that interface with accounting and payment systems

#### **Desirable**

- Previous experience of using ThankQ, our membership and donor database
- A professional (bookkeeping or accounting) qualification (AAT/IAB/ACCA/CIMA) (completed or in process)

#### **All staff of the Iona Community are expected to:**

- be in sympathy with the purpose, values and practices of the Iona Community
- engage as an active learner in their field of expertise, taking up CPD and training opportunities as they arise
- be self-starters, managing their own core administration and taking initiative/acting in consultation where appropriate
- step in for and support colleagues as needed across the whole organisation
- uphold and enhance the reputation of the Iona Community at all times

*Revised July 2021*