



Finance and Administration Officer

(Part time 21 hours per week)

Purpose of the Post

The Finance and Administration Officer is responsible for delivery and oversight of the organisation's finance and administration processes ensuring the smooth running of the organisation, to enhance members experience and to support effective management and good governance.

Main Duties

Finance

Delivery and oversight of all our day to day financial processes including but not limited to:

- The invoicing to payment process including the issuing invoices and reminders on behalf of the organisation and ensuring they are kept up to date at all times
- Payment of authorised invoices timeously on behalf of the organisation
- Keeping all financial records up to date on XERO at all times
- Ensuring the finance sections of the website are maintained at times to support other staff in their roles.
- Complete monthly bank reconciliations and management accounts using XERO
- Coordinate with the accountants to complete of the annual Independent Examination and completion of the accounts alongside the CEO.
- Support the CEO in production of project budgets and producing funding reports required for funders and/or the board of directors.
- Support the CEO in creating annual organisation budget for the board of directors.
- Ensure salary and pension payments are paid timeously are correct and in line with legislation and good practice.
- Review and update office/admin contracts for the organisation in conjunction with the CEO to achieve best value such as insurance, mobile phones, broadband etc.

Administration

- Maintaining membership records, supporting members through the joining processing, renewals and non-renewal.

- Provide administration support to the Learning and Development officer to ensure the smooth running of events including registering users on the Moodle, preparing certificates etc.
- Provide administration support to the Quality Officer ensuring admin processes are followed to register new QIB applicants, monitor QIB holders and provide certificates logo's and other information.
- Provide administration support for large BNs events such as the annual conference.
- Along with the CEO ensure the office environment is maintained, corresponding with landlords/factors and arranging repairs etc as required.

Shared Duties

- ❑ **Social Media** – contributing to the social media presence of BNs where appropriate
- ❑ **External Events** – attending relevant external learning or networking events to represent BNs.

Other relevant duties – other duties in the development of Befriending Networks and its services may be allocated by the CEO or Board of Directors. Should these duties become a regular or permanent feature of the role, discussions should take place during annual appraisals as to their inclusion in the job description

Accountability

- Preparing regular work plans in agreement with the CEO
- Participating in regular support and supervision with the CEO and undertaking relevant personal and professional development as agreed
- Being accountable to the CEO in the first instance and ultimately to the Board of Directors
- Participating in staff meetings and Board meetings where appropriate
- Co-operating with the Board of Directors in quality assurance exercises, where required

Location

At present due to government restrictions all staff are currently home working but it is likely that this post will return to being office based for at least part of the working week. Some opportunities for flexible working hours are available.

Very occasionally travel may be required around Scotland or wider UK and there is an expectation that public transport will be used predominantly in the course of work-related travel.

Person Specification

Essential Skills

- ❑ Experience of working in a finance officer role
- ❑ Experience of using finance software (Xero is preferable however Sage would be accepted)
- ❑ Experience of completing all finance functions required for small charity including invoicing, payments, bank reconciliation, production of management accounts, budget preparation etc.
- ❑ Experience in using Microsoft Office applications (Word, Access, Excel, Outlook, Teams)
- ❑ Accuracy and attention to detail in financial and written communications
- ❑ Excellent communication / interpersonal skills
- ❑ Strong organisational skills and ability to work alone and prioritise own workload whilst being an excellent team member and able to build good working relationships with colleagues.

Desirable Skills

- ❑ Knowledge of the voluntary sector
- ❑ Experience of working in a small team and being the only finance person within an organisation
- ❑ Hold a relevant finance/book keeping qualification