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**West of Scotland Deaf Children’s Society**

**Job description**

**Finance and Administration Officer, based in Glasgow**

**Reports to:**  The Chair of the WSDCS Committee

**Salary range: £20,540**

**Hours: 25 hours - over three days to be negotiated**

**Location: Glasgow and covering West Scotland. Home and Office based.**

**Contract:** Permanent

**Principal contacts**

**a)** **Internal**

Family Support Officer

Resource & Family Support Officer

Committee Members

Volunteers

Sessional Staff

Interpreters

**b)** **External**

Deaf children and young people and their families in West Scotland

Key professionals working with deaf children in third and public sector

Communities and community groups including the National Deaf Children’s Society (NDCS).

Local Groups Coordinators, NDCS.

**Main purpose of post**

The Finance and Administration Officer will play a key role in coordinating the activities of WSDCS. You will collaborate with employees, oversee the operations within the charity, communicate with committee members and take part in planning the needs and resources of the charity. The Finance and Administration Officer will be responsible for the delivery of an innovative, professional, high quality and efficient operational finance and administration service to the core team. The role will involve all areas of operations support and administration from facilities, IT, health and safety, training, and fundraising.

**Key tasks for Finance and Administration Officer**

* To answer and respond to incoming calls from families as a first point of contact and where appropriate refer to appropriate colleague/provide information and advice.
* To answer general & specific emails and postal correspondence with families, trustees, staff, volunteers, other organisations, accountants, payroll provider and suppliers.
* Deal with all aspects of petty cash and banking arrangements in line with WSDCS policies and procedures.
* To process all invoices for payment and ensure all financial records are up to date and records are fully maintained in line with WSDCS procedures.
* To create and maintain project specific budgets and prepare budgets for funding applications.
* To administer all aspects of pay, pension and expenses and liaise with GCVS and NEST for the core team.
* To check, record & upload all records to Xero.
* To prepare and present Treasurers reports for Board Meetings & Membership.
* To play a key role in the preparation and liaison with the Auditor relating to the preparation of the annual accounts and comply with all aspects of OSCR, including the submission of the annual return.
* To liaise with WSDCS accountant on all aspects of financial record keeping.
* To deal with all aspects of Gift Aid for the charity.
* Liaise with Board of Trustees and support the preparation of Board papers with other members of the Core Team.
* To Liaise with the Chair and Vice Chair in relation to creation of the Board agenda and papers and team meetings.
* To support social media channels utilised by the Charity in line with organisational procedures.
* To research, prepare and submit funding applications to ensure the sustainability of WSDCS.
* To maintain the smooth running of the Office Base including the ordering of stationery and supplies.
* To maintain health and safety and appropriate risk assessment for all aspects of the services provided by WSDCS.
* To negotiate new & existing customer accounts and contracts for all aspects of the charity.
* Oversee and keep up to date all the charities systems, databases, and procedures.
* To support the provision of Family Support for families with members of the core team including DLA, PIP applications.
* To support the organisation and delivery of all aspects of the WSDCS programme of activities.

**Key Responsibilities**

1. To abide by the Policies, Procedures and Practices of WSDCS.
2. To always uphold the values and principles of WSDCS.
3. To work in partnership with others to promote the rights and responsibilities of deaf children and their families in the West of Scotland.
4. To ensure that WSDCS complies with all aspects of OSCR, delivering safe and compliant support and services and ensuring timely returns.
5. To ensure the smooth administration and financial management of WSDCS under the direction of the Board of Directors and Trustees.
6. To develop and maintain effective relationships with professionals involved in supporting families of deaf children and to develop and maintain links with communities and community groups.
7. To increase engagement with WSDCS and other relevant services among professionals and families more vulnerable and isolated groups.
8. Take responsibility for own development and to provide support for other core team members.
9. To ensure compliance with NDCS as an affiliated charity and ensure ongoing communication and reporting.
10. Take personal responsibility for operating within budget.
11. To work effectively with the Committee regarding HR matters.
12. To have a willingness to operate flexibly including evening and weekends.
13. To contribute towards the WSDCS plan and contribute to the development of the organisation
14. Undertake such other tasks as may reasonably be required

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

WSDCS is committed to safeguarding and promoting the welfare of children. A PVG will be sought in relation to the successful applicant for this post.

**Person specification**

**Finance and Administration Officer**

**Essential skills and experience**

1. Excellent informal and formal communication skills including writing, and advocacy skills.
2. Previous experience of a finance and/or administrative role in the third or public sector.
3. Excellent organisational skills and the ability to problem solve and work effectively with others.
4. Experience of preparing and submitting successful funding applications and preparing budgets.
5. Prior Office Management experience.
6. Ability to Maintain Strict Confidentiality.
7. Ability to Prioritise Effectively.
8. Excellent Time Management Skills and ability to work to tight timeframes.
9. Excellent and Accurate Data Entry Skills and understanding of finance systems.
10. Positive Attitude; Reliable and Dependable.
11. Willingness to operate flexibly including evening and weekends.
12. Good working knowledge of at least one of the following – including some relevant policy context on their application, and local implementation of this; with proven ability to proactively expand breadth of knowledge in this and other areas:

* Education with a strong knowledge of Special Educational Needs
* Welfare Benefits
* Equality and discrimination
* Health
* Community Care

1. Awareness of deafness and its impact on children and families.
2. Experience of gathering information for performance monitoring.
3. Good computer skills including experience of using Microsoft Windows and associated applications such as Word, Excel, and Outlook.
4. Sign language skills or a willingness to learn.

**Desirable**

1. Experience of working directly with deaf children and families.
2. Finance management skills and understanding of Human Resources processes
3. Finance and Administration qualification- SVQ Level 3 or equivalent.
4. Confident in using digital tools to communicate with stakeholders and willing to learn new digital skills relevant to the role.