



October 2021

Finance & Administration Assistant (Part Time – 14 hours)

Job Description, Benefits and Person Specification

Edinburgh Young Carers
Norton Park
57 Albion Road
Edinburgh EH7 5QY
Tel: 0131 475 2322

<p>The Service</p>	<p>Edinburgh Young Carers (EYC) is a charitable voluntary sector organisation formed in April 1996. EYC is incorporated as a limited company governed by a Board of Directors.</p> <p>The service was established to provide dedicated support to young carers – children and young people who provide regular and substantial caring tasks for a family member or sibling due to illness, disability or addiction in the family. The service has an annual budget of approx £500,000.</p>
<p>Aims</p>	<ul style="list-style-type: none"> • To develop and maintain high quality child and young person-centred support services to young people with caring responsibilities in Edinburgh • To raise awareness of young carers' needs, and to inform and assist agencies in developing appropriate support services • To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers.
<p>Mission</p>	<ul style="list-style-type: none"> • To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem • To work in co-operation with other agencies such as education, social work and health for the benefit of young carers and their families • To strive for positive changes in the policies and practice of any service used by young carers.
<p>Activities</p>	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> • Information Provision • Personal Development & Social Inclusion • Individual & Peer Support • Rights Work • Promoting and Adhering to the Carers (Scotland) Act 2016 • Young Carer Statement and Adult Carer Support Plan completion.

<p>Job Overview</p>	<p>Edinburgh Young Carers is a lively, passionate and fun place to work. We are committed to providing a first-class service to young carers and their families and every member of the team has an equally important role to play in helping achieve this.</p> <p>Reporting to the Finance and HR Support Manager, the post-holder will:</p> <p>Ensure that accurate financial records are maintained with regular and timely reporting, liaise with creditors and debtors and provide support with funding applications.</p> <p>Administer records and support the development of the Young Carer database in line with data protection legislation.</p> <p>Assist with the maintenance of HR records and procedures.</p> <p>Provide a professional and friendly first point of contact for enquiries and provide administrative support to the Senior Management team and Development Workers.</p> <p>Contribute to the delivery of the Service Outcomes of Edinburgh Young Carers.</p> <p>Perform other duties as reasonably requested by the Senior Management team.</p>
<p>Key Responsibilities</p>	<p>Finance</p> <p>In liaison with the Finance and HR Support Manager (FHRM):</p> <ul style="list-style-type: none"> • Maintain financial records of income and expenditure via Sage 50 accounting database and balance monthly accounts. Administer banking and petty cash, including reconciliation • Monitor actual expenditure against budgets. Provide updates on any over/under spend to FHRM and Chief Exec • Check and pay invoices, prepare Purchase Orders and liaise with creditors and debtors • Ensure digital and paper-based record systems are maintained accurately and in line with GDPR and UK Data Protection requirements • Provide support to FHRM with monthly payroll duties • Monitor income and correspondence from fundraising initiatives • Prepare regular accrual-based finance reports for the FHRM and Chief Exec • Assist with the preparation of year-end records and Sage accounts for independent examination by auditors • Assist with annual budgeting process • Assist with grant applications and information for funding reports • Seek opportunities to reduce expenditure and build good relationships with suppliers • Provide support to team with individual/project budgets. <p>Administration</p> <ul style="list-style-type: none"> • Record keeping - administer new referral data and maintain records

	<p>on the Young Carer database in line with data protection legislation</p> <ul style="list-style-type: none"> • Run database reports and interrogate data for quarterly and annual reporting, and as needed for reports to fundraisers • Provide support to the FHRM in respect of HR procedures and changes to employment contracts and administering new employee paperwork • Take a lead role in maintaining the office, ensuring the environment is welcoming, clean and well maintained and equipment is in good working order, in line with Health & Safety policies • Reception – provide a friendly and professional first point of contact for telephone and email enquiries and visitors to the service • Maintain, and post relevant and engaging updates on social media channels and assist with website upkeep and development • Prepare team meeting agendas and take minutes • Order stationery and office and home-working provisions for staff • Assist with the updating of policies and procedures and communicating changes to team • Maintain supplier records and agreements and liaise with suppliers • Help organise staff and service user events • Provide general administrative support to the team as required. <p>Service Development</p> <ul style="list-style-type: none"> • Assist in the organisation of, or attend as required, training, conferences, seminars and publicity events • Identify and highlight opportunities to develop service activities • Provide role-based input to Strategy planning. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Participate in the regular monitoring and evaluation of the service and its work and highlight ideas or opportunities to develop the monitoring and evaluation framework • Maintain records as appropriate (e.g. service enquiries, records about individuals, management information, training and evaluation records) <p>General Duties</p> <ul style="list-style-type: none"> • Carry out the duties of the post with regard to Edinburgh Young Carers' service policies and procedures including Health and Safety • Attend and contribute to regular supervision sessions and team meetings • Maintain confidentiality over personal information relating to individual users of the service and staff, adhering at all times to Edinburgh Young Carers' Data Protection Policy • Work as part of a team contributing to the smooth and effective running of the project • Occasionally provide staffing to Development Workers to help out with young carer groups and activities • Undertake any other duties as reasonably requested by the Senior Management team.
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Working Hours	14 hours per week, to be agreed with the Chief Executive. The core hours will be during office hours (9-5) however because of the nature of the work we do, some work may have to be undertaken outside office hours, including evenings and weekends. Outwith this, the hours worked during the week can be flexible subject to agreement with the Chief Executive.
Special conditions	The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check prior to a formal offer of employment being made.
Office Location/Base	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY, however, flexible home working is available as appropriate.
Accountability and Support	The post holder will be accountable to the Finance and HR Support Manager. Regular support and supervision will be provided, including reviewing development skills, identifying training needs, two-way feedback and appraisal.
Equal Opportunities	Edinburgh Young Carers is committed to being an Equal Opportunities Employer.
Annual Holidays	Twenty-seven days and all statutory public holidays (pro-rata for Part Time employees).
Pension	Employees are automatically enrolled into an approved pension scheme, unless the employee decides to opt out. EYC matches employees’ pension contributions by 6% of gross contributions.
Training	All employees are entitled to access appropriate training to support their role. Training and Personal Development opportunities are extensive and actively encouraged.
Staff Wellbeing	Edinburgh Young Carers is committed to supporting employee mental health and wellbeing and we operate an open and safe environment. Access to external support services and related financial assistance is made available to all employees.
Cycle to Work Scheme	Edinburgh Young Carers supports employee physical wellbeing and all employees have access to a Cycle to Work Scheme, providing discounted bicycles through salary deductions.
Union	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.

<p>Person specification</p>	<p>Essential</p> <ul style="list-style-type: none"> • Genuine interest in supporting and nourishing the livelihoods of children and young people • Previous experience of Sage 50 accountancy software • At least 2 years' experience of general accounting and reconciliation work • Strong organisational skills with proven ability to work on own initiative and manage time and workload effectively • Experience of case management databases, Microsoft Office software • Experience of general office environment and procedures • Friendly, welcoming personality with a commitment to working harmoniously and respectfully with others • Conscientiousness and a commitment to accuracy • Integrity, discretion and the ability to handle sensitive and confidential information • Relevant educational and professional qualifications. <p>Desirable</p> <ul style="list-style-type: none"> • Sound understanding of GDPR and UK Data Protection legislation • Previous experience and competence in production of annual accounts for audit • Previous experience of working with charities or other voluntary organisations.
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