

**Job Description**

**Role: Part Time Finance Assistant**

**Location:** Craigsfarm Community Hub, Maree Walk, Craigshill, Livingston, EH54 5BP

**Contract:** Permanent

**Hours:** 16 hours per week

**Salary: £17,882 - £21, 315 pro rata**

**Start Date:** March 2022

**Line Manager:** Craigsfarm Community Hub Manager

**Closing Date: Friday 11 February 2022**

**Background**

Craigsfarm is a much-loved community facility based Craigshill in Livingston and has been at the heart of community life for over 50 years. After securing investment from a range of funders for redevelopment, Craigsfarm re-opened in 2018 as a modern and vibrant community hub offering a range of new services in a new purpose built space and uses an older Barn building as part of the campus.

Craigsfarm Community Development Project (CFCDP) is now currently seeking to employ a part time Financial Administrator to provide finance and administrative support to the Hub Manager and the Board of Directors.

The Finance Assistant is responsible carrying out the day-to-day processing and reporting of all accounting data, including income and expenditure, and operational control procedures enabling Craigsfarm Community Hub to provide a first class finance service to our stakeholders. The post holder will be experienced at working within a financial setting, and the use of finance and business systems particularly Xero, with the ability to handle and process financial information arising from multi source areas. the Finance Assistant will contribute towards the delivery of the business’s new strategic 5-year plan. The role of the Finance Assistant is varied and encompasses many aspects. The post holder will work flexibly with all areas of the business to provide professional support and service.

**Main Duties and Experience**

The post holder will maintain records of all financial transactions relating to organisational income and expenditure for the Hub, support the Hub Manager to prepare monthly and quarterly financial reports and process bookings, and manage and deliver payroll and pension services. Consequently, the post holder will have the following main responsibilities:

* Managing and recording banking of cash from the café and other facilities to ensure records balance.
* Daily input of invoices and bills into Xero
* Maintaining up to date information pertaining to customers and suppliers.
* Monthly bank reconciliations.
* Maintain records of income and expenditure for hall lets’, office space and café.
* Accounts payable.
* Administration of payroll for small staff team (including pensions’ payments, childcare vouchers, student loan etc).
* Maintaining records for HMRC (PAYE and VAT).
* Ensuring the monthly VAT return is processed and reconciled
* Identify and address accounting discrepancies in conjunction with the company’s Accountant.
* Prepare monthly Management Accounts for CFCDP Board.
* Support the records preparation at year end in conjunction with the company Accountant.
* Support Hub Manager and Community Projects Coordinator to monitor budgets, provide information for grant funding claims and project applications.
* Administration of expenses.
* Providing Hub/reception cover over annual leave or sickness periods.
* Ad hoc financial duties as required by Hub Manager or CFCDP Board.

All of the responsibilities and duties are to be carried out according to CFCDP’s standards, policies and procedures and in conjunction with accounting regulations and practice.

This job description is not exhaustive, it merely acts as a guide and may be amended to meet the changing requirements of CFCDP at any time after discussion with the post holder.

**Person Specification**

| **Area** | **Essential** | **Desirable** |
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| **Qualifications/**  **Experience** | * A minimum of 2 years’ experience working in a finance department or role * Experience of using Xero for processing income and expenditure including payments and reporting. * Experience of providing payroll and pension support including PAYE. * Working as part of a small team | * An understanding of month end procedures and processes * Accounting qualification to AAT or equivalent * Relevant work experience in a similar community focused organisation or similar |
| **Skills and Abilities** | * Excellent IT skills in a financial environment including highly proficient in the use of Excel * Ability to work as part of a team and build relationships both internally and externally * Excellent numeracy skills with a high degree of accuracy and attention to detail * High level of written and verbal communication | * Good analytical and evaluation skills with the ability to interpret financial information for the Hub Manager and the Board * Dealing with an external Accountant for the provision of yearly accounts and OSCR returns |
| **Personal Qualities** | * Strong communication and interpersonal skills with the ability to communicate well at Board, staff, and customer level * Strong organisational skills with the ability to plan and organise work, work to deadlines and managing several competing priorities * Ability to work calmly under pressure maintaining a ‘can do’ attitude * Being a team player |  |
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Application is by CV detailing previous experience. Completed CV’s should be sent to the Hub Manager, Kate Storrow by Friday 11 February 2022. The email address for any questions or queries or for submitting the CV application is [info@craigsfarm.org.uk](mailto:info@craigsfarm.org.uk)