

*“Our task is not to put the greatness back into humanity
but to elicit it, for the greatness is there already.”*

John Buchan



Job Title	Finance Assistant
Job Base	Work from home with occasional travel around Scotland
Reports to	Head of Finance
Salary	£25,000 - £29,000 pro rata (four days per week)
Type of Contract	0.8 FTE, Permanent

Overview of Columba 1400

At Columba 1400 we help young people and the adults around them to be the change they want to see in the world. We want every young person to find the greatness that is inside them and since 2000 we've helped over 10,000 young people and adults transform their lives. We work shoulder-to-shoulder with young people and the adults around them helping them explore their core values and unlock their inner strength so they can make a difference to their community and transform their sense of identity, their confidence and their ambition. We do this through our Leadership Academies – transformational and inspirational experiences that unlock values, create the conditions for change and uncovers a strength that stands the test of time. With a deep understanding of their own core values, young people unlock an inner strength that can never be shut down – no matter what tough realities life throws at them.

Overall Purpose of Role

We are seeking a Finance Assistant to undertake the day to day finances of the Organisation and provide an effective and efficient finance function.

Responsibilities

- Maintenance of Xero including;
 - Posting all transactions relating to income and expenditure ensuring the accuracy of nominal codes, departments and projects
 - Regular balance sheet reconciliations
 - Regular payment runs
 - Maintaining the fixed asset register
 - Setting up new project codes as required
- Maintaining the ApprovalMax system used to approve purchases
- Maintaining the Finance inbox and any other correspondence
- Monitoring of bank accounts
- Liaising with customers and suppliers and following up outstanding balances where necessary
- Assisting with month end procedures
- Assisting with the annual audit
- Ensuring all donations are accurately recorded and entered into relevant database, liaise with fundraising function and produce receipts as required
- Preparation and submission of Gift Aid claims
- Deal with all finance queries, both internal and external



Person Specification

Awareness

- Experience of accounting software, preferably Xero
- Understanding of VAT
- Numeracy skills and an ability to understand and analyse financial data

Focus

- Able to deliver high quality work
- Excellent organisation skills
- High attention to detail

Creativity

- Ability to make decisions and problem solve
- Connect with the wider Columba 1400 community

Integrity

- Commitment to learning both personal and professionally
- Outstanding communication skills

Perseverance

- A motivated self-starter
- Flexible and adaptable

Service

- Works well in a team and on own initiative
- Passionate and driven by values and purpose
- Willingness to support others with learning opportunities, support, and training

The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. January 2022

