

Finance & Administration Leader Role Descriptor

The Kinning Park Complex is a community-owned space in the Southside of Glasgow. We have spaces for private events, community activities and we offer a diverse programme of free and low-cost events, classes and activities for all ages.

We operate a collaborative leadership structure and are working towards decentralised decision making. We would expect applicants to participate and contribute to this work as part of their Leadership role.

Role Purpose: To Lead on all elements of Financial Management and Administration support of KPC

Reporting: KPC Leaders and KPC Finance Subcommittee

Location: Kinning Park Complex, 43 Cornwall St, G41 1BA. On occasions, remote working.

Essential Criteria

- Minimum 1 year of experience in a financial leadership/management role, alternatively 3 years of experience in a financial admin role
- Practical bookkeeping experience including preparing financial statements: cash flow forecasts, budget vs actual reports, profit & loss
- Excellent knowledge and understanding of Quickbooks and online banking
- Understanding of Moving to Digital (MTD) and VAT for charities
- Great knowledge and understanding Microsoft Office / Excel, email platforms, online filing and document management systems
- Ability to integrate with and effectively communicate with others
- Excellent attention to detail and accuracy
- Strong time management skills - highly organised, able to multitask, work under pressure and able to work autonomously

Desirable Criteria

- CCAB qualified
- Experience with Financial paperwork for funders i.e. claims, budgets, reports

- Experience of working in a small organisation / charity / not for profit
- Ability to use Slack comms platform and Nexodus invoicing system, or similar
- Knowledge and understanding of Payroll systems

Specific Duties and Responsibilities

- Managing the main KPC email account and passing enquiries to the relevant persons, and covering reception duties on rotational basis
- Managing incoming purchase invoices and outgoing invoices via bookings and payment systems, and ensuring proactive debtor management
- Making payments by due dates, updating required systems and documents. Ensuring prompt payments to suppliers, external payroll provider and staff
- Supporting with purchases from suppliers i.e. office, food and other supplies
- Storing all financial documentation via online storage systems
- Monthly reconciliation of bank account via Quickbooks: updating and categorising income and expenditure, and querying unknown transactions
- Checking VAT return to ensure it complies with reclaimable input tax and submitting VAT returns through Quickbooks
- Generating monthly / quarterly / annual financial reports via Quickbooks
- Managing petty cash, cash donations and Gift Aid scheme
- Updating Finance Subcommittee reports and attending meetings
- Updating budgets, minimum quarterly, liaising with Leaders on identified forecast overspends, and underspends from grants
- Liaising on financial matters with external partners
- Liaising with Accountant to ensure the preparation of annual accounts, supported by the Treasurer
- Making informed, timely judgements and decisions on financial matters with Leaders and Trustees
- Creating financial information presentations for a range of audiences
- Supporting general admin i.e. typing up letters, photocopying, scanning, filing
- Support bi-monthly KPC Board meetings; this may involve taking minutes and assisting Trustees and Staff in the preparation of papers, etc
- Contribute to the creation and maintenance of financial policies and procedures
- Any other appropriate duties commensurate with the responsibilities of the role

General Duties and Responsibilities

- Contribute to an enthusiastic, positive working environment within KPC
- Model behaviour as a champion of the organisation's mission, vision and values
- Contribute ideas to help KPC grow
- Responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways
- Work to achieve agreed goals and targets
- Take part in annual performance appraisal, reflecting on own performance
- Contribute to developing effective procedures and working practices in KPC
- Follow guidelines, procedures and policies provided by KPC in relation to financial management and paperwork
- Work with colleagues to ensure the smooth running of the organisation
- Attend staff meetings, and other internal and external meetings as required
- Play an active part in achieving high standards of customer care
- Comply with all HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care

Our Values

Self-Determination: We create space for everyone to determine their own priorities and goals, be self-aware (seek feedback), we encourage creativity;

Empowerment: We create opportunities for volunteers to develop confidence and capacity to take action on the issues that affect our community members;

Participation: We make decisions with people not for them;

Collaboration: We work with others because it achieves more than working in isolation;

Solidarity: We recognise the problems of one of us impact on all of us;

Responsibility: We are proactive on the issues we care about; We apologise for our mistakes

Understanding: We build dialogue through respect, transparency and patience;

Inclusivity: We value diversity of interest and experience, create space for all and seek to challenge discriminatory practice

Terms and Conditions

Period of contract: Until 31st March 2023 (Subject to extension). 6 month probationary period.

Start Date: Approx. 29th April 2022 (Possibility of earlier April start date)

Interview Date: Tuesday 22nd or Wednesday 23rd March at Kinning Park Complex

Pay Rate: £24,000 per annum (starting salary)

Number of hours per week: 37.5 hours per week. Typically Monday to Friday: 10am-6pm (there may be hours outwith these times, discussed and agreed in advance)

Deadline: Wednesday 16th March 2022 at 12noon

How to Apply

To apply please email your up-to-date CV plus a cover letter detailing your experience / suitability against the essential and / or desirable criteria outlined in the role descriptor to hello@kinningparkcomplex.org with **FAO Finance Recruitment** as the subject line. Where possibly, please attach a PDF version of both your CV and cover letter to your email.

Alternatively you can post or hand-deliver handwritten / printed CV and cover letter to Ibrox Parish Church, 67 Clifford Street, Glasgow, G51 1QH. You can hand in your application into the church between 11am-5:30pm on Monday to Friday.

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore welcome applications from diverse backgrounds.

This role is partly funded by funding from the Scottish Government.