

Job Description - Finance and Administration Officer (Full time)

JOB TITLE: Finance and Administration Officer

SALARY: £22,950 with an employer contributory pension 6%

DETAILS: Full time (35 hours per week). Permanent (subject to confirmation of funding).

REPORTS TO: Strategic Manager

SUPERVISION: Strategic Manager

LOCATION: This post is currently mostly home-based, with service delivery online and in-person. Following the end of covid restrictions, this post will be based in our offices, with occasional homeworking.

PURPOSE OF THE POST: To manage and maintain financial systems and provide administrative support for the organisation

OVERARCHING RESPONSIBILITIES:

To ensure that all aspects of finance and administration of Glasgow ESOL Forum operate effectively and to a high professional standard.

KEY RELATIONSHIPS: managers, Board of Directors, all project staff, volunteers, learners, potential learners, external partners, supporters and funders

KEY RESPONSIBILITIES:

Financial:

- To ensure the smooth running of financial processes using Xero, online banking and Excel spreadsheets
- To ensure allocation of funding, income and expenditure is accurately recorded and monitored
- To work proactively with managers to review existing systems and develop effective financial procedures
- To report to managers and board on budgets and expenditure
- To manage invoices, direct debits, transactions and payments
- To prepare reports, spreadsheets and invoices, as required
- To liaise with external payroll department and ensure timely submission of payroll details
- To process sessional tutor timesheets
- To process employee pensions using online system
- To manage the petty cash system and ensure that all financial transactions are accurately recorded

- To prepare all financial transactions, invoices and documents and liaise with accountants for auditing and end of year reporting
- To oversee income from a variety of funding streams including grants, donors and fundraising activities

Organisational:

- To ensure a welcoming reception for learners, volunteers, sessional staff and external agencies
- To answer telephone and email enquiries
- To process learner and volunteer information in accordance with GDPR and organisational policy
- To take minutes at meetings
- To set up and maintain filing systems and databases
- To ensure up to date registration and information with Companies House
- To maintain current contact information personnel and board members
- To support managers and staff in recruitment drives for staff and volunteers
- To support staff to keep up to date risk assessments for the workplace, in all venues
- To manage office contracts for cleaning, photocopying, water, office supplies and other contracts necessary in day to day office running.
- To maintain and develop fundraising administrative tasks
- Any other administrative duties as required
- To actively participate in staff meetings and service reviews as appropriate
- To assist with the development and maintenance of the website and social media
- To support the production of a quarterly newsletter

COURSE SUPPORT RESPONSIBILITIES:

- To prepare course materials and training materials for online (Google classroom) and community-based classes
- To provide administration support for SQA classes
- To prepare registers for the start of each term
- To arrange meeting venues, photocopy materials, set up equipment and register participants for events and regular training

OTHER

- To promote and represent Glasgow ESOL Forum as and when required
- Participation in relevant networking and development opportunities
- To review and reflect on own working practice, completing training as required
- The post will require occasional evening/weekend duties

| PERSON SPECIFICATION Essential (E) | Desirable (D) |
|---|---|
| 1. Proven track record in finance including spreadsheets, payroll support, online banking, petty cash systems | 1. Appropriate qualification in finance |
| 2. Experience using Xero (online finance package) | |
| 3. Experience in office administration | 2. Qualification in administration |
| 4. Excellent interpersonal and reception skills in working with colleagues and stakeholders | 3. Experience in communicating with non-native English speakers |
| 5. Skilled in the use of IT applications: particularly Microsoft 365 and Google Drive | 4. Experience of using Google Classroom |
| 6. High standard of literacy and numeracy (non-native speakers: ESOL Higher or above) | |
| 7. Good time-management and ability to meet deadlines | |
| 8. A flexible approach to tasks and willingness to adapt to change | 5. Experience of the voluntary sector |
| 9. Ability to work on own initiative, independently and as a team member | |
| 10. Ability to demonstrate initiative, be proactive and offer a solution-oriented approach | |
| 11. Commitment to inclusion, equalities and anti-discriminatory practice | 6. Experience of working with diverse minority ethnic groups |