

Finance and Retail Officer (part-time)

21 hours per week
£22,000 per year (pro rata)



EXCELLENCE



ACCESS



VOICE



CAPACITY



Welcome

I am so pleased that you are interested in joining our team.

This is a really exciting time to join Girlguiding Scotland. With 45,000 young members we are the largest charity for girls and young women in Scotland.

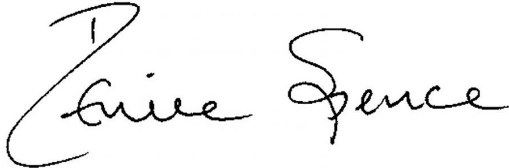
Girlguiding Scotland has been around for over 100 years and we have much to be proud of in that rich and vibrant history, but we know that to remain exciting and relevant to young people we must continually evolve.

This year we hope to offer members an exciting range of projects and in person events to complement what we have been offering online over the last two years. We are also beginning to implement a new governance model to help make it easier for staff and volunteers working together behind the scenes to support guiding across Scotland.

While Girlguiding Scotland's young membership is only open to girls and young women, our staff team is mixed gender. We recognise that our lives, identities, and experiences are what make us, our contribution and our ideas unique which is why we encourage applicants from all backgrounds.

After reading the application pack I hope you feel inspired to apply to join us. If we can provide more information or support to help you apply, please contact recruitment@girlguiding-scot.org.uk.

Best wishes,

A handwritten signature in black ink that reads "Denise Spence". The signature is written in a cursive style with a large, stylized initial 'D'.

Denise Spence
Chief Executive

About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of 9,000 amazing volunteers, we are active in every part of Scotland, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. We build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.

Our vision

An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential

Our mission

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community

Our values

Caring, challenging, empowering, fun, inclusive and inspiring

Rainbows - We have fun

Rainbows are girls aged 4-7. Rainbows is all about developing self-confidence, building friendships, learning new things and having fun. Girls get their hands dirty with arts and crafts, get in touch with nature and play games - it's all about learning by doing.

Brownies - We do cool stuff

Brownies are girls aged 7-10. Brownies introduces girls to a world of new opportunities, challenges and fun. Girls go along to camps, holidays, day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, explore other cultures and have outdoor adventures.

Guides - We make things happen

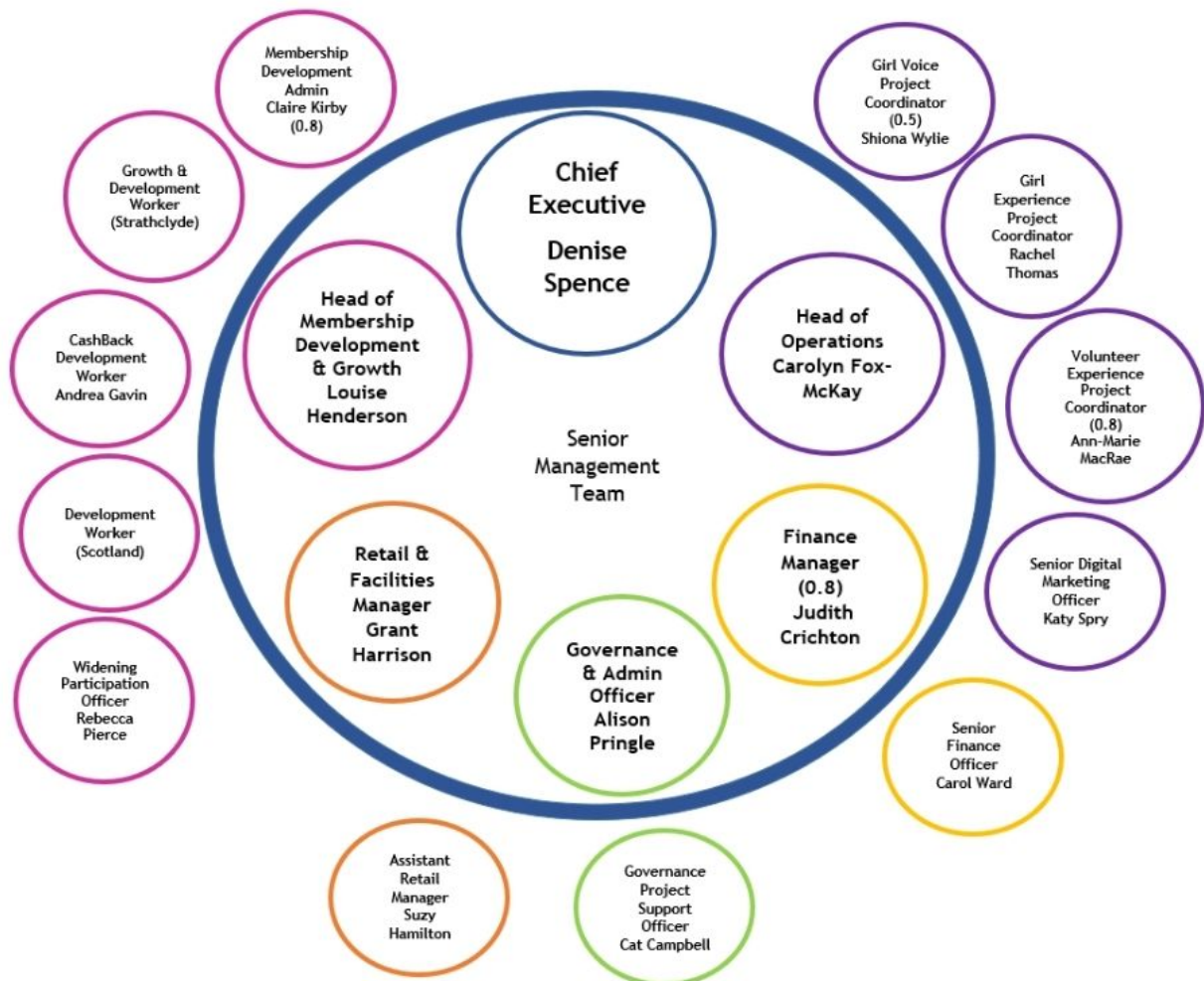
Guides are girls aged 10-14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

Rangers - We explore more

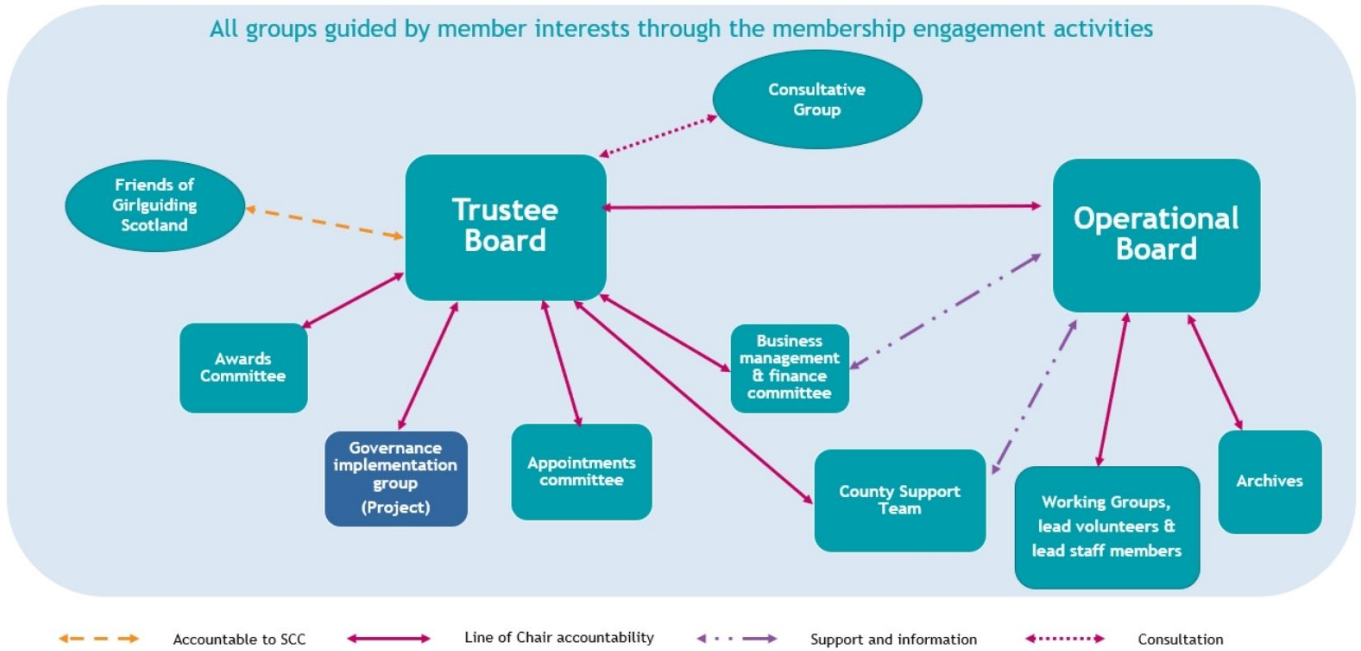
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

About Girlguiding Scotland cont.

Our staff structure



Our governance structure



The role

We are recruiting a permanent part-time (21 hours per week) finance and retail officer based in at our Scottish headquarters in Edinburgh, working between 9am-5pm, Monday-Friday. This role is split between the finance and retail functions of the organisation.

Overall purpose

This person will work closely with both the retail and finance teams to deliver administrative, finance and process tasks. Both teams are busy and have several points of crossover where knowledge in one area compliments the other. The person in this role will assist in meeting weekly and monthly deadlines and deliver high quality customer service.

We are looking for someone who is enthusiastic, positive and passionate about what guiding can offer girls and young women. You will need to be articulate, diplomatic and approachable, with the ability to build good relationships quickly with a wide range of people.

You will need to be able to work under your own initiative as well as effectively managing your time and meeting deadlines. You will be proactive and will seek to learn from other staff and volunteer teams as required. The person should possess a willingness to undertake any training necessary to deliver in their role. As part of the wider Girlguiding Scotland team, the postholder will be expected to share good practice with staff and volunteers and learn from the experience of others.

Main areas of responsibility

Retail system and facilities functions, principal responsibilities:

- Provide support for processing online and mail orders using Connect Retail system
- Assist with periodic stocktake procedures
- Assist with maintenance of the online catalogue
- Review and revise policies and procedures within the department
- Provide support on facilities tasks within the Scottish headquarters office in Edinburgh such as being the point of contact for office cleaning contracts/materials, stationery orders and other consumables
- Provide support with facilities maintenance contracts and ad hoc requirements

Finance, principal responsibilities:

- Assist with processing supplier invoices and expense claims
- Process/input and reconcile credit card transactions
- Record donations, fee and other income received by cheque
- Assist with processing other bank statement transactions
- Prepare the bank pay-ins for all cheque and cash income and process in QBO
- Issue monthly statements to Connect credit customers and respond to subsequent queries
- Process monthly adjustment journals as directed by the senior finance officer

System knowledge

Some knowledge of the following systems or similar would be useful but training will be given.

- Retail use Intelligent Retail, Retail Connect
- Finance use QuickBooks Online

Additional Information

- To undertake any other duties that may reasonably be required to fulfil the duties of this post
- No budgetary or line management responsibility

The Person

Criteria	Assessment (Application, Interview)	Essential or Desirable
Skills		
IT skills, able to use Microsoft Office programmes such as Excel, Word, Outlook	A, I	E
IT skills, able to use QuickBooks Online	A, I	D
IT skills, knowledge of websites/html	A, I	D
Ability to manage a variety of different types of tasks concurrently	A, I	E
Ability to work under pressure and to deadlines	A, I	E
Good with numbers and able to deliver a high degree of accuracy	A, I	E
Good communication skills including the ability to communicate clearly and concisely and, the ability to produce documents suitable for an internal audience	A, I	E
Ability to work with and relate to staff and volunteers at all levels within the organisation and deal professionally, and effectively, with external contacts	A, I	E
Experience		
Working in a retail environment with knowledge of stock administration	A, I	D
Working in a finance environment	A, I	D
Working with volunteers and/or in a charity setting	A, I	D
Experience of managing and prioritising own workload and work unsupervised	A, I	D
Managing multiple tasks and at the same time	A, I	E
Knowledge		
Knowledge of the work of Girlguiding and shared commitment to our values	A, I	D
Personal qualities		
Able to build rapport quickly and to earn respect and trust with a wide range of audiences	A, I	D
Proactive and creative approach to solving problems	A, I	D
A desire to work in administration and finance	A, I	E

Employment details

Contract type

This is a permanent contract for a part-time position.

Location

The role will be based at Scottish Headquarters in Edinburgh. You will report to the senior finance officer and the retail manager.

Salary

£22,000 per year (pro rata).

Working hours

The core hours are 21 hours per week. There is flexibility in the working pattern and specific working hours and days can be discussed with your line manager.

Holiday entitlement

28 days' paid holiday (pro rata) per annum plus bank holidays

Probationary period

The post will be subject to a probationary period of three months

Notice period

The notice period required by both parties during the probationary period is one week. After successful completion of the probationary period the notice period is either four weeks or one week for each complete year (up to a maximum of 12 weeks), whichever is the greater.

Criminal record check

Girlguiding Scotland is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake appropriate criminal record checks.

How we value our people

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses.

Flexible working

We are committed to ensuring that our staff has a good work-life balance and offer a flexible working environment. This can be discussed with your line manager on an individual basis.

Contributory pension scheme

In addition to the government's auto enrolment pension, we offer a generous organisational pension.

Volunteering support

Staff who volunteer within Girlguiding are entitled to five days of paid volunteer leave a year.

Employee assistance programme

We have an employee assistance programme provided by Health Assured. It is free of charge and offers confidential, independent help, information and guidance to all employees and their immediate family 24 hours a day.

How to Apply

Please send your CV with a covering letter explaining how you meet the criteria detailed in the person specification to recruitment@girlguiding-scot.org.uk by Thursday 30 June 2022.

Please note applications received after this date will not be considered.

Interviews

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.