

REMIT FINANCE ADMINISTRATOR

The Finance Administrator will undertake the general financial work of Early Years Scotland and will have responsibility for:

- providing effective financial transactional processing
- supporting the creation and monitoring of the budget in line with the Finance Manager
- supporting the creation and monitoring of the management accounts in conjunction with the Finance Manager.
- supporting payroll and pension administration for staff
- any other duties as required

The Finance Administrator will promote and adhere to the values, philosophy, and policies of Early Years Scotland at all times.

ACCOUNTABILITY

The Finance Administrator is accountable to the Board of Directors through the Chief Executive and is line managed by the Finance Manager.

PRINCIPAL RESPONSIBILITIES

1. Undertake general financial work of Early Years Scotland by:
 - carrying out all book-keeping activities
 - preparing and processing authorised payment of invoices and expense claims
 - recording and banking cheques and cash transactions
 - recording all financial transactions, e.g., bordereau payments in conjunction with the Finance Manager.
 - ensuring Purchase Order system is properly applied
 - completing monthly bank reconciliations
 - supporting payroll and pension administration for staff
 - Liaison with Professional Learning Administrator to ensure that all income for Professional Learning is recorded and invoices raised as appropriate
 - filing documents relating to finance
 - ensuring all payments and records for sales are processed
 - assisting with the preparation of the Annual Audit as required
 - carrying out any other financial work as delegated by the Finance Manager.
 - Assisting with Budget and management accounts creation and monitoring for the Board in conjunction with the Finance Manager

WORKING RELATIONSHIPS

The Finance Administrator will:

- meet regularly with the line manager on all matters relating to the finance function
- liaise with relevant members of staff regarding financial matters

- liaise with relevant member of staff regarding their role with sales/maintenance of the publications stock level
- work as part of the finance team as required
- attend staff meetings and general meetings as required

TRAINING & DEVELOPMENT

The Finance Administrator will be given the opportunity to develop interests within the limits of time and resources available and in accordance with furthering the aims of Early Years Scotland.

CORE COMPETENCIES

The competencies have been described under three headings: knowledge and understanding, skills and abilities and values and personal commitment. They are inherently linked to each other and the interrelationship among the three is core to leading you to take appropriate professional action during the course of your work with Early Years Scotland.

Knowledge and Understanding of:

- double entry bookkeeping and universal financial requirements and procedures
- monitoring the organisation's financial health to ensure challenges are identified and planned for in advance
- organisational needs, values, and priorities
- the different contributions of other staff and the need to work in support of and with colleagues from across the organisation
- cyclical requirements in relation to finance
- Early Years Scotland policies and procedures governing working practice and performance

Skills and Capabilities

- able to organise workload to cope with conflicting priorities and deadlines
- communicate effectively in writing and verbally
- possess excellent IT skills
- able to work as part of a team, including with auditors
- monitor and assess own performance in line with organisational priorities
- have excellent financial and accounting skills
- demonstrate effective interpersonal and communication skills, internally and externally
- have a minimum of two years' experience of financial administration
- while no specific qualification is required, any relevant, recognised qualification will be valued

Values and Personal Commitment

- show commitment to the values of Early Years Scotland and promote its role and contribution to the early years sector
- contribute to, influence and respond to changes in Early Years Scotland
- share knowledge and information to benefit the organisation
- value yourself by taking responsibility for your own professional learning and development
- show a commitment to self evaluation and self development as a means of enhancing working practice and broadening expertise
- value and respect the contribution of others and welcome constructive feedback
- show commitment to achieving high standards and objectives in all areas of work
- demonstrate flexibility, initiative and self-reliance
- respect and adhere to the highest standards of confidentiality
- demonstrate good time keeping
- observe appropriate dress code in line with your role