

## **Admin and Finance Officer Job Description**

Job Title: Admin & Finance Officer

Reporting To: Chief Executive, Positive Changes (Scotland) CIC

Location: Stirling

Rate of pay: £21,000 - £23,000 pro rata

Hours: Part-time 24 hours per week. Days and hours worked to be discussed at interview.

### **The organisation**

Positive Changes (Scotland) CIC is an organisation which supports women who have touched the Scottish criminal justice system towards fulfilling their potential. We use the vehicle of chocolate making, branded as Grace Chocolates changing lives, to help the women become economically independent and grow in self-esteem and confidence. By engaging with Positive Changes the women have the opportunity to gain work experience and improve their CV which will help lower barriers they face when looking for fulfilling employment. Each woman is also encouraged to develop their own Personal Development Plan to help them set goals and aims which is their pathway towards achieving their ambitions. The women are involved in all aspects of the making and selling the chocolates and our customers include: individuals for gifts and treats; weddings; corporate organisations for serving and giving as gifts to their clients; restaurants and event companies to serve to diners; and other Public Sector organisations for gifts and serving to their guests.

We are a growing organisation and are looking for a person who has the flexibility, adaptability and ambition to grow as the organisation thrives.

### **The role**

We are a small team and this role is a pivotal part of the organisation providing support to the rest of the team, including: the women we support; customers for the chocolates; the production team; the service delivery team; and management. No two days will be the same. You will respond to the needs of the day which will vary with the seasons and the courses and programmes we are delivering at the time. You may be booking rooms and arranging travel for the women, ordering stock for production or booking Board meetings and ensuring the relevant paperwork is available online in advance of the next meeting. Experience of online financial systems is a key element of the role; we use Xero. While we use an external payroll provider to process the salaries you will be required to liaise with them to ensure salaries are paid accurately and on time; you will invoice customers and ensure their bills and ours are paid on time; you will reconcile the bank account each month and ensure our spend is accurately allocated to the corresponding pots of funding. On a monthly basis you will produce management information and respond to the needs of the Board and management on an ad hoc basis.

### **Skills for the role**

You will have:

- A passion to make a difference in the world and empathy for the aims and values of the organisation

- Strong administrative and organisational skills
- Great attention to detail
- The ability to priorities and change priorities to meet the needs of the organisation
- A desire to be proactive as well as the ability to be responsive when required
- A team spirit, can do attitude
- A willingness to adapt to our positive learning work ethos – every mistake is an opportunity for learning
- A sense of humour helps, as does a love of chocolate (we always have a supply on hand)

**Experience:**

- Delivering high quality work on time and to tight timescales
- Knowledge and experience of Xero or other small business, online accounting packages
- Experience in providing financial support within a customer focused environment
- Review and reconciliation of ledger balances
- Processing of purchase and sales invoices
- Experience of supporting other business areas to support them to fulfil their responsibilities
- Providing the production team with administrative support as required e.g. producing postal labels, booking couriers,
- Ensuring that transactions and processes are completed accurately and within tight timeframes.
- Provide support across income and expenditure areas, supporting the effective maintenance of relevant systems, databases, and administration procedures, to ensure the efficient performance of the full range of Finance service activities.
- Preparation of information for payroll provider.

**Application process:**

If you are interested in this role, please send a copy of your CV and a covering letter outlining your experience for the role and why you believe you are best suited to be appointed to this position. Please also state your availability, any existing notice period and preferred hours and days of working. Send you email to: [joyce@gracechocolates.co.uk](mailto:joyce@gracechocolates.co.uk)

**Closing date is 5pm Friday, 27<sup>th</sup> January 2023**

We encourage applications from all sectors of the community regardless of age, race, religion, sexual orientation as we are an Equal Opportunities employer. We particularly welcome applications from those with lived experience of the justice system.

All applications will be acknowledged and feedback provided. Successful written applications will be invited to interview after which the successful candidate will be advised and a placement offered.