

JOB DESCRIPTION

Job Title:	Finance Assistant	Location:	Edinburgh
Department:	Corporate Services		
Reports to:	Finance Manager		
<p>Organisation Overview</p> <p>Upward Mobility is a registered Scottish charity working in Edinburgh and Lothian region providing innovative, educational workshops and personalised support for people with learning and other complex disabilities.</p> <p>Our goal is to promote the self-confidence and social welfare of our students through assistance to engage with meaningful and progressive educational activities, aiding their development of practical, social and life skills and their ability and confidence to participate more fully in society.</p>			
JOB PURPOSE:	<p>The Finance Administrator is responsible for providing administrative support to the Corporate Services function.</p> <p>The post will be primarily focused on supporting purchasing, invoicing, debtor monitoring, and monthly payroll activity.</p>		
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Payroll Administration <ul style="list-style-type: none"> ○ Responsible for preparing monthly core staff payroll run for approval by the Finance Manager ○ Responsible for preparing monthly project workers payroll run for approval by the Finance Manager ○ Responsible for processing approved expense claims ○ Support the calculation and generation of the monthly annual leave report for line managers • Purchasing Administration <ul style="list-style-type: none"> ○ Processing order requisitions ○ Responsible for the reconciliation of the Upmo purchasing card(s) ○ Responsible for monthly reconciliation of an Upmo petty cash. • Invoicing Administration 		

	<ul style="list-style-type: none"> ○ Preparation of and sending out invoices for student fees, grant funding and other income ○ Generate credit notes ● Debtor Monitoring Administration <ul style="list-style-type: none"> ○ Review the debtor report with Finance manager ○ Communicate to debtors regarding their debt status and follow up to ensure payment ○ Escalate non-payment issues to Finance Manager and Head of Corporate Services ● General Administration <ul style="list-style-type: none"> ○ Support the Finance Manager generating and checking student contracts and entering details in people planner. ○ Support the Funding and Grant Support Officer as required ○ Support the Corporate Services team with the annual accounts and audit reporting process ○ Support the Corporate Services team with projects as required ○ Undertake any other duties as required by the Head of Corporate Services
<p>GENERAL RESPONSIBILITIES :</p>	<ul style="list-style-type: none"> ● Provide support and guidance as and when required ● Identify personal training & development needs ● Set appropriate objectives & review personal performance ● Absence management ● Communicate regularly and effectively with team members and the wider UpMo team ● Contribute to a clear focus on driving improvements in quality, impact and performance ● Be an Ambassador for UpMo
<p>EXPERIENCE:</p>	<p>Essential:</p> <ul style="list-style-type: none"> ● Relevant financial administrative experience plus below essential qualifications OR evidence of progression and development gained through strong relevant work experience. ● Experience of using an accounting/purchasing software package <p>Desirable:</p> <ul style="list-style-type: none"> ● Experience of using Xero accounting software ● An up to date and comprehensive knowledge of payroll procedures ● knowledge of income tax and National Insurance legislation
<p>SKILLS:</p>	<p>Essential:</p> <ul style="list-style-type: none"> ● Excellent IT skills including Excel, Word, and Outlook. ● A high degree of both speed and accuracy. ● This role requires tact, patience, initiative and diplomacy. ● Effective oral and written communication skills. ● Ability to use own initiative, and work under minimal supervision and to strict deadlines. ● Excellent interpersonal skills.

	<ul style="list-style-type: none"> • Commitment to continuous improvement and a proactive approach to preventing and solving problems e.g. error rate reductions <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to perform manual payroll calculations.
QUALIFICATIONS:	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to demonstrate the competencies required to undertake the duties associated with this level of post gained through working in a similar role. Or: Scottish Credit and Qualification Framework level 4 in English and Mathematics (National 4) or equivalent, and some experience of working in a similar role.) <p>Desirable:</p> <ul style="list-style-type: none"> • A finance qualification e.g. CIPP qualification • Membership of a financial professional body e.g. CIPP
GENERAL INFORMATION:	<p>Expectation for all staff to work in accordance with the ethos of the organisation, and to follow current policies and procedures. This role description is not exhaustive and is a reflection of current requirements. The employee is expected to view it as a guide rather than an exact description of duties and responsibilities. It may be subject to variation from time to time in accordance with the evolving organisational requirements.</p>
Job Holder's Signature Dated:	
Manager's Signature: Dated:	