Dear Applicant

Thank you for your interest in the position of WorkingRite. Please find below:

* Job Description
* Person Specification
* Background information about WorkingRite

If the Application Form and Equal Opportunities Monitoring Form are not also enclosed, please visit our website to download them:

**http://workingrite.co.uk/join-us/current-jobs/**

The successful candidate will be required to undertake a basic Disclosure Scotland Check. All Applications should be returned to WorkingRite by email to recruit@workingrite.co.uk.

If you are unable to submit an electronic application, hard copies can be sent to the address below.

The closing date for applications is **12.00 noon on Monday 27th March 2023**

This post will require a mixture of working from home (with working space for a PC) and use of WorkingRite/partner premises when required. Some tasks are time sensitive and will require working on specific day(s) to fulfil those activities.

If you would like further information on the post, please email questions to alison@workingrite.co.uk.

We look forward to receiving your completed application.

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Yours faithfully,

**Dennis Murphy**

Chief Executive Officer

WorkingRite have been delivering our work-based mentored training programme for young people in different parts of Scotland for nearly 20 years. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business.

We currently have a staff of 23 nationally.

Our strategy is to work with young people ‘**Earlier, Core, Longer’**

**Earlier:** Reaching young people earlier in their lives and providing access to a vocational pathway while in the S4 year at school (Rite to Work programme)

**Core:** Going ‘deeper’ with our support for the young people that have already left school. More flexible lengths of participation, multiple placements where necessary, community level partnership work to explore the needs of the wider family (WorkingRite core programme)

**Longer:** Every young person that achieves a destination through a WorkingRite programme will have the option of being matched with an adult, volunteer mentor to help them navigate the transition into working life – and beyond (On Your Side Mentoring programme)

We are seeking applications for a part time Finance Assistant. An essential role for our charity; the postholder will provide financial administrative support to the day to day functioning of the charity. The post holder will be primarily focused on supporting weekly allowance payments, invoicing, purchase control, expenses and project expenditure allocations.

We welcome applications from individuals who have excellent organisation skills, attention to detail, an ability to work to deadlines and with a good working knowledge of Sage 200. In addition, individuals should have communication skills and a can-do attitude in providing financial administration support. If you would like to talk to us about the role, please contact Alison Christie at alison@workingrite.co.uk

**JOB DETAILS**

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| **Job Title**: Finance Assistant  | **Salary:**c: £22,000 – pro rata19 hours per week(specific days/hours to be agreed) |
| **Reporting to:**Head of Funding | **Contract Term:**Permanent  |
| **Location:**Hybrid: Home based or any other WorkingRite location as directed | **Date:**March 2023 |



**Role Purpose**

To be a key part in the smooth running of the charity in delivering a programme that transforms the lives of the young people who participate in projects across Scotland. To support finance tasks and maintain high quality and professional relations with all internal and external contacts.

**Responsibilities and Duties**

**Financial Administration**

Administering and carrying out processes to maintain the financial function of the charity in line with funding grants, operational requirements and statutory compliance. Duties will assist the Head of Funding with maintaining accurate, up to date financial records including but not limited to:

* + Weekly processing of authorised purchase invoices: posting to Sage purchase ledger, producing payment file and submission to bank for payment.
	+ Weekly processing of authorised trainee payments: liaison with Project Coordinators in preparation of payment amounts, posting to Sage, producing payment file and submission to bank for payment.
	+ Monthly production of sales invoices (work placement provider contribution): gathering of information from Project Coordinators, creating invoice, uploading to Sage sales ledger and sending of invoice to provider. Administration of 1st reminder for payment and prompt to Head of Funding for 2nd reminder for payment.
	+ Monthly processing of staff expense claims: gathering forms from all staff, seeking management approval for amounts, posting to Sage, producing authorised payment file and submission to bank for payment.
	+ Monthly processing of Gift Aid claims and creating file for submission
	+ Weekly downloading of online fundraising donations information for recording and thanking
	+ Preparation of information for production of Monthly Management Accounts:
		- Preparation of monthly journals for bank reconciliation and Monthly Management Accounts, specifically staff expenses and credit card analysis
		- Providing breakdown of statutory income payments for end of month bank reconciliation
		- Note for Accountant of any adjustments required on Sage for preparation of Management Accounts
	+ Appropriate filing of all invoices pertaining to programme delivery to enable gathering of financial evidence for claims/reports for statutory contracts and private funders
	+ Being the initial contact for financial enquiries both internally and externally
	+ Managing and reconciling office petty cash.
	+ Banking and recording of any cheques / monies received to the office

**Financial Support**

* + Supporting Head of Funding with higher level finance duties as & when required, including:
		- Payroll and associated submissions to HMRC and pension provider
		- Monthly bank reconciliation
		- Supporting annual financial audit
		- Supporting grant claims / financial reports for all awards

**Person Specification**

**Essential**

* Experience of working in a finance department.
* Experience of financial systems, in particular SAGE 200.
* Experience of online business banking processes
* Excellent IT Skills, highly proficient in the use of all Microsoft Office applications, in particular Excel.
* A high degree of both speed and accuracy
* Good interpersonal and communication skills.
* Ability to work independently, with minimum supervision, showing initiative and making responsible decisions where required.
* Ability to work as part of a team.
* Positive attitude and willingness to learn.
* High attention to detail.
* Excellent customer service skills

**Desirable**

* Finance qualification to AAT Level 2 Foundation Certificate in Bookkeeping or equivalent
* Experience of budget management and control.
* Experience of gathering and collating financial evidence for reports
* Knowledge and experience of the voluntary sector.