**Job Title – Senior Finance Administration Officer**

**Hours:** 21-25 hours per week, to be worked flexibly.

**Salary:** £26,782 – 28,093 (pay award pending) pro rata, dependant on experience.

**Location:** Greenock –Hybrid.

**Reports to:** Chief Executive.

**Overview**

We are seeking a part-time (21-25 hours per week) experienced finance administrator to join our friendly team. The Senior Finance Administration Officer will take ownership of the processing and accurate recording of a wide range of financial transactions across the organisation ensuring high standards of service are achieved and maintained.

Our ideal candidate should be familiar with audits, invoices, and budget preparations. They should demonstrate an interest in accounting activities, including bank reconciliations, accounts payable and accounts receivable and should also have excellent organisational skills.

The role will include working in close collaboration with senior management team members and project managers. The Senior Finance Administration Officer will have a proactive, flexible, and ‘can-do’ attitude to work and will have proven work experience as a finance officer with solid knowledge and experience of financial and accounting procedures.

**Principal Duties:**

* Preparing and issuing invoices on behalf of CVS Inverclyde.
* Processing the invoice payment system, ensuring invoices received are correct, appropriate authorised and paid on time. Undertake nominal coding and entering on Xero for all payments made.
* Maintenance and control of the petty cash float and records including monthly reconciliation.
* Regularly review debtors and appropriate credit control activities in line with organisational procedures.
* Processing and managing organisational direct debit systems ensuring mandates are processed in a timely and accurate manner in line with scheme rules and that monthly collections are submitted.
* Ensuring that Fairfax card transaction have been appropriately coded by card users and that there is an appropriate audit trail for transactions and that transactions are coded correctly to projects.
* Processing final payroll output into finance system, ensuring that net wages, PAYE and pension contributions reconcile to payroll records (payroll is outsourced to an external organisation to complete).
* Supporting the Chief Executive by preparing financial reports for the Board of Trustees and the Finance & Resources Sub-Committee on financial matters.
* Preparing bank and other balance sheet reconciliations.
* Preparing Quarterly Expenditure reports.
* Implementing, monitoring, and improving systems and tools for internal financial controls and accountability, ensuring they are compliant with UK legislation.
* Participating in the preparation of the supporting documentation for the annual audit.
* Attending and taking minutes at audit meetings.
* Supporting the Chief Executive with the development of appropriate financial control systems and ensure that these are maintained.
* Supporting financial advisers in strategic financial planning tasks and attend meeting with them as required.
* Providing support to project managers for fundraising applications and interim and end of funding financial reporting.
* Ad hoc development and preparation of spreadsheets and reports as required.
* Collating and reporting of statistical data as required.
* Supporting the development of an enhanced framework for recording assets to help improve the way in which we effectively manage, track, and protect our assets.
* Providing procurement support as and when required to ensure that we get the most competitive prices by investigating and negotiating best prices across a range of expenditure items and ensuring we comply with our procurement policy.
* Act as first point of contact for queries from internal and external finance contacts.
* Aide in the communication and training of financial processes and procedures across the organisation.
* Support to arrange and manage appropriate insurance cover for the Charity.
* Undertake routine administrative tasks such as filing and processing of daily mail.

**Generic staff responsibilities**

* Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
* To practice and promote an equitable, accessible, and non-discriminatory approach to work at all times.
* To always ensure confidentiality.
* To represent CVSI in relevant networks and partnerships and promote CVSI’s role, work, and priorities.
* Participate fully in team meetings, learning and development opportunities and personal review and appraisal meetings.
* Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.
* Ensure adherence to the CVS Inverclyde’s policies and procedures with particular reference to equality, diversity, safeguarding and health & safety.
* Willing to play your part in a hard-working team.

**Person Specification**

The following criteria will be used in selecting a candidate.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Skills, Ability Knowledge** |  |  |
| Sales ledger (allocating payments, debtor queries/chasing) | ✓ |  |
| Purchase ledger (invoices, payment runs, statements) | ✓ |  |
| High degree of accuracy and attention to detail | ✓ |  |
| High competence levels in use of spreadsheets and other finance and office software | ✓ |  |
| Knowledge of accountancy processes | ✓ |  |
| Ability to work, plan and prioritise under pressure – you can multitask and meet strict financial deadlines | ✓ |  |
| Excellent teamworking and collaboration skills | ✓ |  |
| Ability to maintain the highest levels of trust and confidence | ✓ |  |
| Data analysis and interpretation skills | ✓ |  |
| Good communication skills including writing reports and procedures, ability to communicate with budget holders and to explain financial matters and presentation skills. | ✓ |  |
| Experience of working with Xero accounting software |  | ✓ |
| Bank reconciliation knowledge |  | ✓ |
| Strong ethics, with an ability to manage confidential data | ✓ |  |
| **Qualifications/Experience** |  |  |
| Minimum two years of experience in a similar role | ✓ |  |
| Previous experience of working within a Third Sector organisation with complex coding structures |  | ✓ |
| Experience of budgeting and financial reporting for funded projects |  | ✓ |
| Relevant HND or other higher qualification in finance, economics or business management |  | ✓ |
| **Personal Qualities** |  |  |
| Team player | ✓ |  |
| Flexible with a ‘can do’ attitude | ✓ |  |
| Ability to work with minimum supervision | ✓ |  |
| Passionate and interested in helping people | ✓ |  |
| Confident and credible to colleagues and stakeholders |  | ✓ |

**The application process:**

**Application deadline** 10am, Wednesday 19th April 2023.

**Interview date** Wednesday/Thursday 26th/27th April 2023

**Interview location** Interview online via Microsoft Teams