



## Job Description

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| <b>Job Title</b>        | Finance Administrator  |
| <b>Location</b>         | Glasgow (Govanhill) 20% working from home entitlement  |
| <b>Salary banding</b>   | FTE £21,000-£25,000 for full time 35 hours per week<br><br>£10,500-£12,500 (for role of 17.5 hours per week)   |
| <b>Pension</b>          | 4.5% employer pension contribution   |
| <b>Annual Leave</b>     | 36 days (for full time working)  |
| <b>Other benefits</b>   | Significant loyalty scheme: 10% reduction in hours after 2 years; 20% reduction in hours after 5 years (ask to see our welfare days policy - no reduction in pay).<br>Access to Health Assured Employee Assistance Programme |
| <b>Contracted hours</b> | To be agree with applicant: 17.5hrs per week   |
| <b>Report to</b>        | Finance Manager  |

### INTRODUCING COMMUNITY RENEWAL TRUST

Community Renewal Trust is a dynamic and innovative organisation at the cutting-edge of work towards ending persistent poverty in Scotland.

In keeping with our atmosphere of trusting and valuing our staff we offer generous benefits, policies and a flexible approach to working.

Community Renewal Trust works among deprived communities to develop, deliver and share better approaches to unlocking flourishing lives and flourishing neighbourhoods. These approaches always place people and communities in the lead: listening to them, identifying their strengths, supporting them on their terms, and building their capacity to flourish.

Community Renewal Trust alleviates poverty by engaging and forming trusting relationships with individuals, whole families and whole communities together then supporting them by combining holistic case management (e.g. around income, work, health, wellness) with community development (e.g. forming new community activities/groups). This work is about testing change which can inform policy, be scaled up or replicated to achieve a much greater impact than our direct delivery alone.

Community Renewal Trust is a group consisting of Community Renewal Trust (registered as a SCIO) and its subsidiaries including: Caledonia Cremation (registered Caledonia Funeral Aid CIC), Rom Romeha (registered as Roma Life CIC), and Community Renewal Training & Consultancy (registered as a limited company). The group turnover is approximately £2m with around 16 distinct funded charitable projects plus trading and fundraising income. We use Sage 50 accounting software. Example accounts can be found here:

<https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC043684>

## ROLE SUMMARY

To provide finance administration and business support for Community Renewal Trust and subsidiary businesses to ensure the smooth running of the finance department. Working with the team responsible for all financial accounting including budgeting and reporting.

## OBJECTIVES AND COMPETENCIES

### Accounting requirements:

Maintaining financial records on Sage

- Raising sales invoices and maintaining sales ledger. Credit control.
- Maintaining purchase ledger, ensuring invoices correctly allocated, paying invoices.
- Recording bank transactions.
- Recording credit card expenditure.
- Recording Equals card expenditure, reconciling all individual accounts, topping up cards as required.
- Recording petty cash expenditure, reconciling all individual accounts and topping up balances as required.

Assisting with the maintenance of payroll records on Sage

- Processing monthly payroll
- Maintaining pension records

Assisting with the preparation of month end reports and quarterly reports for the Board.

Assisting with preparation of budgets and preparation of financial reports for funders.

Preparing records for annual audit

### Competencies:

- Accurate, timely and systematic approach within all aspects of the finance function.
- Able to take instruction

### Other requirements:

Objectives:

- Support finance manager with organisational governance
- Ordering office supplies

### Competencies:

- Self-confidence, and able to display an optimistic outlook whilst remaining results orientated, flexible, adaptable, with a 'can do' attitude
- Motivated, reliable, responsible and able to work under pressure and to tight deadlines.

### Personal and Professional Development:

Demonstrating a track record of continuous learning and personal/professional development is a requirement of this role and evidencing that this is being actively progressed must be evidenced at every appraisal. The post holder has responsibility to actively participate in sessions organised by the organisation including training in compliance/regulatory processes

and meetings in which learning and improvement is discussed for the purposes of quality management.

#### ROLE REQUIREMENTS/PERSON SPECIFICATION

|                                      |   |
|--------------------------------------|---|
| <b>Essential Expertise</b>           | <ul style="list-style-type: none"><li>• Experience of working in a similar financial role</li></ul>   |
| <b>Desirable expertise</b>           | <ul style="list-style-type: none"><li>• Experience of working in the voluntary sector</li><li>• Knowledge of payroll</li></ul>  |
| <b>Essential Qualifications</b>      | <ul style="list-style-type: none"><li>• None</li></ul>  |
| <b>Desirable Qualifications</b>      | <ul style="list-style-type: none"><li>• Book-keeping training</li></ul>   |
| <b>Essential Knowledge/ Aptitude</b> | <ul style="list-style-type: none"><li>• Sound knowledge of Excel, Word</li><li>• Knowledge of accounting software</li><li>• Highly organised individual with excellent attention to detail and success in working to tight deadlines</li><li>• Excellent communicator with well-developed verbal and written communication skills</li></ul> |
| <b>Desirable Knowledge/ Aptitude</b> | <ul style="list-style-type: none"><li>• Knowledge of Sage accounting and payroll software</li><li>• Understanding of community development</li><li>• Knowledge of budget setting</li></ul>  |

