



Job Description

FINANCE ASSISTANT

JOB TITLE:	FINANCE ASSISTANT
REPORTS TO:	FINANCE MANAGER
BASED:	HEAD OFFICE, 472 BALLATER STREET, GLASGOW
SALARY:	£25,442 - £28,165
HOURS:	37.5 PER WEEK
CLOSING DATE:	TBC
INTERVIEW DATE:	TBC

Introduction

People are at the heart of who we are and what we do. Day-by-day, person-to-person, we tailor what we offer to what people need. We're here to provide consistent, friendly and informed support so that people can explore options and take 'the next step' towards a positive future. We welcome people with a wide range of skills and experiences to our team – including those who have lived through homelessness. To make a difference we need to work flexibly, with everyday-leadership, humour and a 'can do' spirit. We want to **make it easy, make it right, and make it happen** – not only for the people we support, but also for each other. Our #OneTeam ethos is core to who we are, and it means caring for and supporting each other regardless of our role, service or location. This is how we roll. We want people who share these values to join us and become a part of the Simon Community Scotland family.

Job Summary

An exciting opportunity has arisen for a high calibre, self-motivated individual to join our successful charity in the role of Finance Assistant reporting to the Finance Manager, the Finance Assistant will assist in delivering a quality and professional finance service to ensure the Simon Community meets ethical and legal requirements and maintains financial efficiency and effectiveness.

Job Purpose

The role involves undertaking routine accounting procedures to ensure operational financial transactions are undertaken in a timely manner and in compliance with the required financial instructions.

Responsibilities

Your key responsibilities in this post are as follows:

- Input all payments and income (cash, cheques, standing orders, direct debits etc.) onto the accounting software
- Ensure cash and cheques are banked regularly
- Ensure petty cash reconciliations are completed monthly
- Issue statements and letters to service users for payments due
- Raise invoices to funders and others
- Ensure timeous payment of suppliers by BACS or cheques
- Liaise with relevant statutory body to ensure prompt and efficient receipt of DWP income, Housing Benefit, Supporting People income etc.
- Assist with the preparation of annual statutory accounts and year end audit file
- Assist with the timely completion and submission of statutory and other periodic returns

Our values are built into every area of our activity and tell the story of how people remain at the heart of the Simon Community:

Warmth and Regard

- Recognising and valuing everyone (Equality and Diversity)
- Treating people with kindness, dignity and respect
- Acting with compassion
- Showing warmth and welcome to everyone
- Taking difficult decisions sensitively and with due regard to others
- Taking a calm, professional and intelligent approach to stigma

Inclusion and Participation

- Encouraging the participation and inclusion of people we support
- Exploring choices and options with people we support or fellow colleagues
- Making things easy for others
- Embracing technology in delivering your role*
- Supporting clients, staff and volunteers to become digitally included*

Personalised and Creative

- Innovation and creativity
- Helping to find solutions that are a good fit for someone, irrespective of who they are or the problem they have
- When someone isn't at their best, quickly recognising there's probably something else going on, and finding ways to respond with care

Supportive and Ambitious

- Helping to bring hope through our words and actions
- Helping to build trust
- Being supportive and showing care

Partnership and Collaboration

- Fostering positive relationships with our partners
- Building team togetherness and collaboration
- Fostering a positive problem-solving vibe

Leadership and Learning

- Making things happen
- Motivating and inspiring others
- Taking time to reflect on what's working and what isn't
- Taking care of our 'places and spaces' so they feel tidy and welcoming
- Asking for help and learning to do things better
- Playing an active role in our social media strategy*

*These **core digital responsibilities** are part of every role at the Simon Community.

- **Digital inclusion is embedded as part of our service delivery.** Some of the people we support have little experience and knowledge of the internet and using email. If you are in a frontline role, you will be expected to help them connect, understand and be safe, and promote digital inclusion for people unable to access the benefits of the online world. As a team member, you are also expected to be an 'active learner' yourself and support colleagues' digital learning (e.g. sharing tips or advice on using our systems), so that we all get better at using digital tools.
- **Our digital platform is a key part of our working environment.** Our operating platform is **GSuite**, a cloud based system that will allow you to share files, collaborate, communicate, meet and access the organisation remotely. We will provide you with a Chromebook and android smartphone to do this. Our **Management Information System (MIS)** is Netsuite. You will be trained in using Netsuite and its application. We have a **team intranet** – the IMPACT Platform – for updates, resources and 'all things Simon'.
- **Sharing our work publically helps to change society's misconceptions about homelessness and generate support.** We use various forms of social media to inform, communicate, gather support and share what we do including websites, youtube, Twitter, Facebook and Instagram. We expect everyone to share what we do through various media outlets – e.g. helping to create blogs, videos, social media posts, information pieces and news items. This helps people understand what we do better understand homelessness. This helps grow public empathy for people we support. We also get a huge amount of support from people and organisations so we want to share what we do as a result of that support.

Person Specification

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	Essential	Desirable
Training and qualifications		<ul style="list-style-type: none"> HNC Accounts
Experience	<ul style="list-style-type: none"> Flexibility in working practices with the ability to react to changing demands 	<ul style="list-style-type: none"> Experience of working in the charity sector Experience of working within an office environment
Knowledge and Skills	<ul style="list-style-type: none"> IT proficient, in particular with Google Good communication skills 	<ul style="list-style-type: none"> A knowledge of social care funding and charity accounting Experience of working with accounting software
Personal	<ul style="list-style-type: none"> Values-driven with an appreciation for the work we do A can-do and hands-on approach Ability to be flexible and support other team members 	