



Duncan Place Community Hub
4 Duncan Place
Leith, EH6 8HW
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Strictly **no** recruitment agencies
Contact Name: Nicola Lamberton

Job Description and Person Specification

Post:	Finance and Administrator Officer
Hours:	18 hrs/wk (Full time is 35hrs/wk)
Pattern:	Negotiable, over 3 – 5 days
Salary:	£25,000 pro-rate per annum
Closing Date:	8am on Mon 17 th July
Interview Date:	TBC, likely to be 3 rd – 5th Aug
Responsible to:	Development Manager

About Us

Duncan Place Community Hub is a 3-storey listed building next to Leith Links. Saved from demolition, and now fully refurbished, the hub, a registered charity, has a fabulous, modern interior in an historic building providing:

- Community, event and meeting space
- Office space for local charities, social enterprises and CICs
- A base for Duncan Place's own programme of community activity

Duncan Place is home to a diverse range of organisations with a growing programme of activity in a welcoming and friendly atmosphere. The building & organisation is managed by a dedicated team of staff and a volunteer board of trustees.

Overall Duties and Responsibilities

The primary purpose of the post is to ensure that Duncan Place Community Hub operates effectively. This includes finance, where the Finance and Administration officer will assist with budgeting, be responsible for accounting and will contribute towards financial reporting. The postholder will deal with tenants and room hires, ensuring effective timetabling and resource allocation.

Key relationships:

- Development Manager
- Operational Staff
- Suppliers and clients

Key Responsibilities

Financial Processes

1. Order processes

- Allocating order numbers
- Creating orders
- Confirming delivery with staff
- Collating all (electronic) paperwork including orders/invoices/delivery notes.

2. Financial Admin

- Collating a monthly spreadsheet of spending
- Preparing (electronic) papers for monthly Finance Meetings
- Ensuring that all correct details are available to process payments monthly
- Tracking spend against individual budgets.

3. Liaison with Accountants

- Liaison re annual audit
- Supplying (electronic) paperwork re new grant funds (acceptance letters/contracts etc)
- Ensure line manager is kept informed and involved

4. Management Accounts

- Input/management/reports on software
- Preparation of monthly management accounts
- Liaison re variances against budget/issues.

5. Income

- Issuing invoices
- Assisting volunteer teams/staff re advice on cash handling
- Tracking payments
- Collating income details

6. Grants

- Understanding each grant purpose
- Understanding the budget for each grant
- Allocating spends against grants (with Development Manager)
- Keeping a running total of budget vs. expenditure in each grant allocation
- Keeping relevant staff informed of potential under/overspends
- Preparing draft spending reports for funders
- Preparing routine claims and negotiating re small scale funds.

7. Procurement

- Having awareness of procurement policies and keeping staff on track with them
- Negotiating ongoing contracts for approval by the Development Manager/Trustees e.g., insurances/phone contracts/ laptop purchase/IT or HR support.

8. PAYE

- Operation of PAYE
- Liaison with Pensions scheme
- HMRC & Pension scheme payments

9. Operations - Legislative Compliance

- Ensure that policies/procedures are maintained and updated
- Maintaining relevant records
- Administering any licensing issues.

10. Clients

- Staffing Reception when required
- Dealing with enquiries
- Dealing with tenants
- Administering room bookings
- Ensuring effective resource allocation
- Dealing with minor complaints/requests.

Additional Info: Annual leave entitlement in year one is 29 days plus 4 public pro-rata. An additional days leave per year of service is added to a max of 6 additional days. Auto-enrolment pension at 3% from employee plus 5% from Duncan Place. Duncan Place will match any additional voluntary contributions up to a maximum of 10% from employer.

PERSON SPECIFICATION: Finance and Administration Officer	ESSENTIAL	DESIRABLE
Demonstrable experience in a similar role, well organised and systematic	X	
An individual with excellent ICT skills e.g. MS Word, MS Excel, Email, Internet	X	
An assertive, resilient individual who can demonstrate that they can comfortably work independently, on a variety of projects, within a time pressured environment	X	
Experience with accounting software	X	
A professional who can demonstrate good oral and written skills	X	
High level of confidentiality	X	
High level of customer service and care	X	
Excellent interpersonal and communication skills: written and verbal in English Language, other languages a bonus!	X	
Flexibility as the social enterprise gets established	X	
Willingness to undertake identified training needs	X	
Commitment to equality for all members of our community	X	
Experience in reviewing and developing policies and procedures		X
Knowledge of issues and other organisations in the area		X
A background in working with community and voluntary organisations would be advantageous.		X
Knowledge of PVG and disclosures system		X
PERSONAL QUALITIES <ul style="list-style-type: none"> • You are an experienced and confident finance and administration professional. • You are versatile, reliable and conscientious and are warm and positive with a 'can do' attitude. • You are solutions focused and take pride in having great customer service. • You pay attention to detail and can plan ahead to avoid problems occurring. • You can manage your own workload and effectively prioritise to get things done. • You can also work well in a small team and can communicate well with others. • You can maintain confidentiality. • You are fully committed to anti discriminatory practices and have a high level of integrity. • You enjoy making a difference and helping to develop the community. • You are eligible to work in the UK. 		