

Finance Officer, Iriss

Job title	Finance Officer
Reports to	Head of Resources
Salary grade	6
Salary	£30,619 pro rata
Hours	21 hours per week
Location	Hybrid working, our office base is in Glasgow

About Iriss

Iriss supports people, workers and organisations to make social work and social care support work better through evidence based innovation. Iriss is a charity that works across Scotland and our principal funder is the Scottish Government.

About the role

The Finance Officer ensures the smooth running of Iriss's finances, including bookkeeping, invoicing, purchasing, budgeting, grant claims and audit.



Who we are looking for

We are looking for someone who can help keep Iriss running smoothly and efficiently:

- **Analysis:** You can analyse financials to explain why budgets have over or underspent and what the forecast going forward is.
- **Organisation:** You will be able to work within structures and deadlines.
- **Working in a team:** We are a small, busy team that works hard to make best use of everyone's skills.
- **Diplomacy and customer focus:** We want everyone who comes into contact with Iriss to have a good experience. You are the kind of person who takes pride in doing excellent work and supporting others.

You will have **skills and experience** in:

- **Bookkeeping:** This should include keeping financial records and software (preferably XERO) up to date including invoicing and purchasing.
- **Reporting and forecasting:** You will have experience producing quarterly/yearly reports for senior management that include a year end forecast and producing draft budgets for the coming year.
- **Working with Auditors:** You will have experience working with external auditors to produce annual accounts.

You will have **knowledge** of:

- Financial procedures and systems including XERO, setting and reporting on budgets, payroll and pensions.
- Charity financial reporting.

A typical week in the role

In a typical week in the role, you might be doing the following:

- Updating XERO with the purchase invoices.
- Chasing a client for payment on an overdue invoice.
- Working with the Head of Resources to ensure a planned event is running on budget.
- Taking part in a project retrospective to understand more about Iriss' work and ensure Iriss is financially stable.

Main tasks

- Produce regular financial reports for the Iriss team, Board and funders.
- Provide draft budgets to management for review and approval.
- Administer the finance aspects of our pension(s).
- Work with our payroll provider to ensure payroll information is accurate and payroll is run on time.
- Manage our expenses payment processes.
- Ensure timely payment of invoices and accurate logging of these in our accounting software.
- Ensure our accounting software is regularly reconciled and kept up to date.
- Accurate and timeous submission of grant claims and invoices.
- Regular chase up of aged debtors to ensure invoices are paid.
- Ensure our year end finances are in order and prepare for our annual audit
- Work with our external auditors and the Finance, Audit and Risk Subcommittee to ensure our audit runs smoothly.
- Maintain our online HR system, logging staffing changes as directed and running relevant reports.
- Participate in Iriss' monthly team sessions and whole organisation activities.
- Participate in regular support meetings with your line manager, including proactively identifying areas for training, development and support.
- Any other duties as required, relevant to the role.

Core Iriss competencies

Teamwork	Uses the right relational approach to work with others to deliver activities.
Planning and organising	Plans and organises work effectively to meet deadlines and manage time well.
Motivation	Focuses effort to achieve positive results, including the ability to work autonomously.
Flexibility	Understands and responds to change in the organisation and is solution orientated.
Initiative	Generates ideas and takes action to solve problems.
Judgement	Makes decisions with the information available and determines priorities.
Creativity	Uses creative thinking and practices to solve problems.
Communication	Is articulate and engaging with a keen attention to detail.
Diplomacy	Ensures everyone that comes into contact with Iriss has a good experience and presents themselves professionally.

How to apply

Please send the following to Sam Ella (Head of Resources) sam.ella@iriss.org.uk by 5pm on the 22nd January 2024.

Please ensure your email subject line starts with 'Recruitment'.

Your CV and covering letter should set out how you meet the person specification and job description in no more than three pages total.

Interviews

Interviews will be held on the 6th of February on Zoom with Sam Ella (Head of Resources) and Dee Fraser (Chief Executive Officer).

Access requirements

If you have any access requirements for your interview let us know in your covering letter so we can make sure these are in place for you on the day.

Timings

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| • Applications close | 22nd January 2024 |
| • Notification of Interview | 25th January 2024 |
| • Pre-Interview task deadline | 2nd February 2024 |
| • Interview | 6th February 2024 |
| • Notification of Interview outcome | 9th February 2024 |