

Finance and Administration Officer

Salary: £24,874 (pro rata)

Hours: 21 hours per week (0.6 FTE)

Benefits: 31 days annual leave plus six public holidays (pro rata)

Location: ESEN office, Greyfriars Charteris Centre, 138 -
140 Pleasance, Edinburgh, EH8 9RR

(There may be an option for the post to be a blend of home
and office working)

Reporting to: ESEN Chief Executive Officer (CEO)

Edinburgh Social Enterprise Network (ESEN) provides a range of networking and support services to a membership in excess of 200 including the provision of an e-newsletter; a business support programme; regular network meetings and training events; promotion of the sector through various channels and representation of social enterprises to the public and private sector. ESEN is supported by the City of Edinburgh Council and is a partner in the Edinburgh Third Sector Interface. It is a small but very active organisation. You can find out more at www.edinburghsocialenterprise.co.uk

Job purpose

The Finance and Administration Officer is responsible for the smooth operation of the organisation in all areas of business administration and financial management, including reporting to key stakeholders. The postholder will also ensure the organisation complies with all legislation and health and safety and oversee operational management of any premises owned or leased by the organisation.

You will be required to manage your own workload and liaise with and support the Chief Executive, management committee members, colleagues and other stakeholders as necessary to complete all tasks whilst working in a way that creates a positive and respectful environment for everyone.

You must be able to maintain professional standards of confidentiality and discretion in all areas of work and communicate effectively and professionally with all staff, volunteers, members, partners and stakeholders.

Role Summary

1. Day-to-day responsibility to review, develop, implement, monitor and maintain systems and processes for all areas of business administration and financial management.
2. Responsible for keeping up to date and accurate accounts on Xero and in hard copy. Liaise with accountant/Independent Examiner re preparation of year end accounts.
3. Responsible for day-to-day financial management, including processing invoices and payments, reconciling bank account, payroll and BACS payments, etc.
4. Undertake data gathering and collation and prepare reports, including bimonthly management accounts/finance report, for the CEO/post-holder to present to a range of audiences, i.e., ESEN management committee, partners, funders.
5. In conjunction with the CEO ensure the organisation complies with relevant legislation, i.e. data protection, companies' legislation, FCA, Health and Safety, etc. and that policies are updated as required.
6. Responsible for making returns/completing forms for outside agencies, i.e., OSCR, FCA, accountant.
7. Support management and team meetings, including minute-taking, where required.
8. To provide general secretarial and administrative support to the Chief Executive
9. Support colleagues with preparation and delivery of team events, i.e., network events and social enterprise markets.
10. Maintain a good flow of communication within the team
11. In conjunction with the Chief Executive, continuously develop the role to ensure that all tasks are being undertaken effectively to progress the strategic direction and objectives of the organisation.

Included in this role is 3.5 hours per week as secretariat support to the Edinburgh Third Sector Interface (TSI): scheduling meetings; arranging venues and minute-taking; liaising with the TSI Chair regarding the agenda and draft minutes; liaising with CEOs re. annual Scottish Government reporting.

Person specification

Essential	Desirable
Proven track record of bookkeeping and financial administration	An understanding of social enterprise and the wider third sector
Experience of Xero or similar financial software	Experience of Salesforce

Intermediate – advanced knowledge of Microsoft 365, Word, Excel and PowerPoint	Experience of event planning
Excellent interpersonal and team-working skills	
Excellent written and verbal communication skills	
Self-starting, organised and able to meet deadlines	
Ability to problem-solve and think laterally	
Flexibility and the ability to work in a small, dynamic organisation	
Minute-taking experience	