

Finance Assistant

Hours	Part-time (7.5 hours per week)
Salary	£24,096 (pro-rata: £4,820) / 5% employer pension
Contract	Fixed-term (six months)
Extension	Potential for extension is subject to funding
Leave	25 days annual leave (pro-rata)
Reporting	Service Manager
Office	Dudhope Castle, Barrack Road, Dundee, DD3 6HF
Flexibility	Flexible- and hybrid-working options are available
Deadline	Wednesday 10 January 2024 – 1200 hours
Interview	Week commencing Monday 15 January 2024



Role Summary

Funeral Link (SC048691) is a charity providing confidential and independent advice promoting informed choice and seeking to reduce funeral poverty in Dundee. Funeral Link is looking for an experienced and professional finance assistant keen to make a difference in the lives of bereaved individuals and families. Working as part of a small team, this role will ensure the effective financial management of the charity. There will also be some administrative responsibilities to help evaluate the effectiveness of the charity as well as monthly and annual reporting on finance.

Role Responsibilities

- Developing and ensuring the effective financial management and maintaining of robust records using accounting software most suited to the stated needs of Funeral Link.
- Recording and segmenting of all restricted and unrestricted income from fundraising as well as assisting the annual reporting requirements to grant-making benefactors.
- Preparing monthly financial reports for trustees and detailed accounts for annual reports as well as annual submissions to the Office of the Scottish Charity Regulator (OSCR).
- Creating and maintaining good relationships with the charity treasurer and payroll manager to ensure effective ongoing financial oversight, scrutiny and accountability.
- Overseeing the punctual payment of invoices, remuneration of monthly expenses and transfer of resources, when required, to decrease funeral debt for clients.
- Handling sensitive information and maintaining the evaluation records to ensure monthly monitoring and comprehensive annual reporting.
- Minuting monthly team meetings and attending strategic development sessions with team and trustees, when required, to support the ongoing development of the charity.
- Helping engage with the strategic development of Funeral Link, as articulated in the strategic plan, which is available upon request.
- Engaging with and responding to any other duties or responsibilities to fulfil the purposes of the role, as required or upon request.

Person Specification

	Essential	Desirable
Personal attributes and skills	<ul style="list-style-type: none"> ● Good organisational and planning skills ● Ability to set targets and work to tight deadlines ● Comfortable working both with a team and independently 	<ul style="list-style-type: none"> ● Engagement with people experiencing poverty ● Experience of working in the third sector or equivalent
Professional experience and educational qualifications	<ul style="list-style-type: none"> ● Good demonstrable written and oral communication ● Detailed awareness of robust financial management ● Proficient in the use of suitable accounting software ● Commitment to handling sensitive information with tact ● Familiar with producing detailed financial reports 	<ul style="list-style-type: none"> ● Educated to degree level or equivalent experience
Additional job-related requirements		<ul style="list-style-type: none"> ● Access to a valid UK driving license and vehicle ● Ability to work occasional evenings and weekends

Equal Opportunities

Funeral Link is an equal opportunities employer and is committed to ensuring, within the framework of the law, that its places of work are free from unlawful or unfair discrimination on characteristics of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), marriage and civil partnership status, pregnancy and maternity, sexual orientation, age, fixed-term or part-time status as well as religion, belief or disability. We aim to ensure that our staff or volunteers achieve their full potential and that all employment decisions are taken without reference to irrelevant or unlawful criteria.

Application Process

Please complete the job application commenting on your skills as well as experience and also include a covering letter telling us how your values align with the role and why you want to work for Funeral Link. Please include two references (including one current or most recent employer) and submitted to info@funerallink.org.uk. The closing date for applications is 1200 hours on Wednesday 10 January 2024 and interviews will be held on the week commencing Monday 15 January 2024. All applicants will be contacted following the deadline. Any job offer will be subject to satisfactory references and confirmation of entitlement to work in the UK.

Role Enquiries

If you have any questions relating directly to the role, please contact Ewan Gurr by telephone on 01382 458800 or by email via ewan@funerallink.org.uk.