



FINANCE AND HR ASSISTANT

Part-time (0.6FTE), home-based in Scotland

ABOUT US

SCOTLAND: The Big Picture (SBP) is a charity that works to drive the recovery of nature across Scotland through [rewilding](#), in response to the growing climate and biodiversity crises. Our vision is of a vast network of rewilded land and water, where wildlife flourishes and people thrive.

We are a small, friendly, agile and progressive team that works in a spirit of collaboration with many different interest groups to:

- Drive support for rewilding
- Commit more land and water to rewilding
- Return missing species
- Develop rewilding business

Learn more about SBP and the way we work at www.scotlandbigpicture.com.

PURPOSE OF THIS ROLE

SBP is delivering an exciting and expanding portfolio of nature recovery projects whose efficient delivery requires the support of robust financial systems and management. The Finance and HR Assistant will support the Head of Finance by undertaking day to day financial transactions and maintaining accurate accounting records. The role will also assist in the development and application of a suite of basic HR policies, to accommodate the needs of a growing staff team.

The ideal candidate will have experience of the financial activities involved in running a small to medium sized charity. They will be familiar with accounting software, databases and basic HR records, and have the ability to organise their workload and handle time-sensitive tasks.

KEY LIAISONS

The role will report to SBP's Head of Finance.

Regular liaison with other members of the home-based SBP team will be required, as well as communication with external suppliers, donors and funders as necessary.

KEY DUTIES/RESPONSIBILITIES

- Recording and paying bills and staff expense claims
- Creating invoices and securing payment
- Maintaining financial contact information – addresses, emails etc
- Reconciling bank accounts
- Providing information on income to the fundraising team

- Monitoring finance group emails, responding to enquiries and assigning tasks
- Sourcing necessary office equipment for the staff team
- Maintaining staff records and managing basic HR processes, including holiday requests
- Assisting with the development and application of HR policies
- Developing materials and processes associated with employee training and wellbeing

EXPERIENCE

- Minimum two years' experience executing a broad range of financial tasks using accounts software, spreadsheets, databases
- Experience of working independently/remotely

Desirable but not essential:

- Experience in the charity sector and of the charity accounting framework
- Specific experience of Xero accounts software and/or Donor Perfect database
- Experience of maintaining basic HR records and policies

KEY SKILLS/ATTRIBUTES

- Strong mathematical skills – comfortable working with and understanding numbers
- Great attention to detail
- Good working knowledge of Microsoft Windows and relevant accounting and office software applications
- Excellent organisational skills, including time management and prioritisation, with the ability to effectively manage a busy workload and meet deadlines
- Able to learn quickly/troubleshoot problems independently
- Effective communicator with both colleagues and external stakeholders
- Conscientious, self-motivated and able to work well without close supervision
- A keen interest in SBP's nature restoration/rewilding agenda

TERMS AND CONDITIONS

Salary: £27-29k pro rata per annum depending on experience.

Salaries are paid in arrears on the last working day of each month by bank transfer and cover the period of the 1st of the month to the last day of the month.

Place of work: This role is home-based within Scotland and will require a suitable home office working environment (a Windows laptop will be supplied, and grant assistance may be available for other necessary equipment). Attendance of meetings and events held in various parts of Scotland will be required from time to time. Travel expenses will be paid in accordance with SBP's expenses policy.

Contract: Permanent, part time.

Hours: Working hours are flexible but must equate to a minimum of 22.5 working hours per week, Monday to Friday.

Flexibility: Subject to ensuring that the needs of the charity and the role are met, SBP endeavours to meet the flexible working needs of its staff.

Holidays: 28 working days per annum including public holidays, plus 5 additional office closure days between Christmas and New Year (both pro-rata).

Pensions: You may be eligible to be enrolled into SBP's staff pension scheme. Written terms of the scheme are available on request.

Probationary period: 6 months.

Notice period: 2 months.

TO APPLY

Please submit your CV and a one-page covering letter detailing how your skills and experience equip you for the role. If applicable, please include any current notice period obligations.

Applications should be sent to **Bryony Stimpson, Head of Finance** (bryony@scotlandbigpicture.com) by 5pm on **Monday 19th February 2024**. Any initial questions/enquiries should be directed to the same address.

First round interviews will be conducted by video call shortly after the closing date.

SCOTLAND: The Big Picture is committed to equality of opportunity for all and we make recruitment decisions by matching our operational needs with the skills and experience of candidates irrespective of age, disability, gender, gender reassignment, sexual orientation, pregnancy or maternity, race, religion or belief, and marriage or civil partnership.