



FOSS
Friends of Scottish
Settlers - Falkirk

Post: Finance Administration Officer

Responsible to: FOSS Volunteer and Partnership Manager

Contract Type: 1 year with probability of extension subject to funding. Part time (14 hours per week)

Salary: Pro rata to a full time equivalent salary in the range of £25,000 per annum

Place of work: Remote working (within reach of Falkirk in order to attend in-person meetings)

About FOSS: Friends of Scottish Settlers (FOSS) envisions a Falkirk District that is multicultural, multilingual, and welcoming, where local people, organisations, and services are equipped, supported, and willing to cultivate wellbeing, solidarity, community, curiosity, and respect among newcomers and longtime residents. Through befriending and other voluntary activities, we enable newcomers to Falkirk District to build links and bridges with other locals, shaping and making use of the knowledge, networks and services we all need to live full, self-determined lives.

FOSS builds fruitful relationships through a culture of integrity, respect, solidarity, empowerment, and welcome. We began as an informal befriending project for resettled Syrian families in 2016, and, primarily through a befriending model, now support a range of newcomers to Falkirk District including Sudanese, Syrian and Ukrainian refugees and people in the asylum system. With partnership working, targeted activities and programmes, fundraising, advocacy, and good information, FOSS enables local volunteers and newcomers to strengthen and proliferate support networks within our communities. This also helps us to act constructively together in response to rapidly changing world events and policy that impact our lives.

Purpose of the post: Experienced administrator to carry out FOSS financial and administrative operations, as well as coordinate procedures and resources for organisational effectiveness and efficiency. This includes providing administrative support for FOSS's transport, material needs, and other projects.

Main Responsibilities:

- Maintain accurate and timely financial records
- Issue and manage sales invoices and pursue outstanding debtors
- Record and manage purchase invoices/bills, including setting up payments in online banking
- Administer and reimburse staff and volunteer expenses
- Reconcile petty cash, bank accounts, credit card and PayPal accounts
- Adhere to a scheme of delegation
- Prepare monthly payroll and pensions information for submission to an external payroll provider
- Source and maintain electronic devices, office supplies and equipment, including keeping a record of fixed assets and IT hardware



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- Provide general administrative duties and light-touch IT support to colleagues across the organisation, enabling projects and services to operate as effectively as possible
- Keep accurate records adhering to confidentiality policies and legal requirements (UK GDPR)
- Communicate effectively, and maintain positive relationships with internal and external stakeholders
- Set up and maintain databases, filing systems, and spreadsheets
- Monitor and occasionally update social media and field direct emails from general inbox
- Represent FOSS as a strong and committed ambassador
- Value diversity and promote equality within all aspects of working
- Promote positive working relationships amongst staff to ensure effective teamwork

Person Specification

These are the qualifications, skills, experience, knowledge and other attributes that are required to perform the job and will form the selection criteria.

Essential

1. Excellent organisational and administrative skills, including maintaining effective filing systems and databases
2. Employs effective strategies for prioritising and managing competing demands and a varied workload
3. A high level of attention to detail
4. Is self-motivated, disciplined, and works well independently and as part of a team
5. Highly numerate
6. Experience of payroll and HR administration, including invoicing and bookkeeping
7. Excellent communication skills: written, verbal, face to face
8. Adapts and improves systems and processes to increase efficiency
9. High level of competency in IT suites such as Google Workplace or Microsoft word, which include spreadsheet, word processing, email and calendar applications

Desirable

10. Experience of Google Workplace
11. Confidence in using an online accounting system
12. Understanding of volunteering and the Third Sector
13. Understanding of social media

Orientation/induction: This is FOSS's first dedicated administrative post. To enable the new administrator to become familiar with the responsibilities belonging to this vital role, there will be a handover period consisting of dedicated time spent with each relevant staff-member, volunteer and trustee who has taken on current administrative and financial tasks.



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Outline Conditions of Service:

Supervision: Supervision sessions with the Volunteer and Partnership Manager at quarterly intervals. FOSS also has a Problem Solving Policy and a Grievance Procedure, so any issues can be addressed promptly, safely, and constructively.

Salary: Salary is 14 hrs per week pro rata, £25,000 full time equivalent (for a 35 hour week) per annum. The postholder will be paid monthly, one month in arrears around the 25th of the month.

Salary will be reviewed in July 2025 and annually thereafter with any resultant increase being applied with effect from the following 1st August

Hours of Work: Normal working hours are 14 per week.

The working pattern is negotiable. Working hours over three, four or five days, Monday to Friday is preferable. FOSS offers time off in lieu. Occasional evening or weekend work may be required.

Working from home: It will be the employee's responsibility to ensure they are able to work from home in a safe and effective manner. FOSS will supply a Chromebook, keyboard, mouse and screen for the employee's use, but are unable to cover bulky items of furniture such as a desk and office chair, or to contribute to electricity, internet, or heating.

Holidays: Annual leave entitlement is 29 days plus 5 public holidays (pro rata for part time employees - in the case of a 14-hour work week, this is 11.5 days, rounded up to 12 days).

The leave year runs from the 1st January to 31st December.

Pension: Employees are automatically enrolled into the NEST contributory pension scheme (National Employment Savings Trust), or similar from the first day of employment. FOSS pays a 3% employer pension contribution and employees pay a contribution of 5%. Employees may opt out if they wish. For more information, see nestpensions.org.uk

Termination: Outside the probationary period, a minimum of one month's calendar notice will be required. During the probationary period, the notice period is one week.

Probation: There will be a probationary period of three months followed by a review.

Review: This job description is open to review by FOSS's Volunteer and Partnership Manager and Board of Trustees as and when appropriate in consultation with the post holder.

Application process: To apply please fill out the Application Form included in the application pack. Referees will not be contacted until an offer has been made and accepted.



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Completing the Equal Opportunities Monitoring Form is entirely voluntary and will be used for analysis purposes only. The information supplied will be kept confidential. We value diversity, promote equality and encourage applications from people of all backgrounds.

The closing time is 5 pm, 22 March 2024.

Interviews will be held at CVS Falkirk and District offices, Unit 7b, The Courtyard, Calendar Business Park, Calendar Rd, Falkirk FK1 1XR week commencing 1 April 2024. Ideally, we would like the successful candidate to start their orientation and induction in April 2024. Feedback can only be provided to applicants who reach the interview stage.

Applications should be sent to recruitment@cvsfalkirk.org.uk If you have any queries regarding the role please email recruitment@cvsfalkirk.org.uk

Due to the nature of our work, the appointee must be willing to undergo a Disclosure Scotland check.