

# rock trust

ENDING YOUTH HOMELESSNESS

## Job Pack



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[rocktrust.org](http://rocktrust.org)



@RockTrust

# Who we are

## We are Rock Trust and our vision is an end to youth homelessness in Scotland

For over 30 years we have been working to prevent youth homelessness and to support young people to build better futures.

We aim to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, survive and move on from homelessness. We work to ensure that the public, policy makers, commissioners and practitioners understand the issues, make decisions and take action which will help us to end youth homelessness.



Over 900 young people supported last year

Now working in Perth, Fife, Glasgow, East Lothian, West Lothian and Edinburgh

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As well as providing routes away from homelessness and into secure housing options, we also support young people with their mental health, employability and independent living skills.

Every young person is different and no single version of support is appropriate for every person.

We want to prevent young people experiencing homelessness at all, but where this isn't possible, we're determined to make sure that any experiences of homelessness are brief and non-recurring.

Kate, CEO



Kate Polson  
Chief Executive

# Life at Rock Trust

**Safety   Fairness   Respect   Positivity**

**These are Rock Trust's values and they exist for our staff, volunteers and the young people we work with. They underpin everything we do, including how we measure success and reflect on our work.**

When we interview new potential colleagues we always ask them to talk to us about these values and their personal relationship to them. This really helps us get to know people, and see how they might fit into Rock Trust. Crucially, we've had feedback that it also helps break the ice and show people what working at Rock Trust is like because of what is important to us.



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**I love building and nurturing relationships to allow young people to feel safe and heard, it's a privilege and honour to support them.**

**Each day I'm growing and learning and always feel supported by my colleagues around me who are brimming with knowledge, empathy and compassion.**

*Caitlin, Art therapist*



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**I've always had an urge to help save the world, and working at Rock Trust scratches that itch!**

**They put so much emphasis on their own evolution, and as a member of the Equalities Group, I get to help guide that change.**

*Chris, Support Assistant*



# What we can offer

We pride ourselves on being an inclusive and welcoming organisation, building on everyone's strengths, and working together. By investing in and supporting our teams we can get the best outcomes for the young people who need us.

**Talent Development. Colleagues are encouraged to become leaders and to grow and develop**

**Core and individual training opportunities**

**Employer Pension Contributions**

**Employee Assistance Programme (EAP)**

**£50 eye care voucher every 2 years**

**Benefits Platform with access to online discounts and freebies**

**Interest free season ticket loans**

**Enhanced Maternity, Paternity and Adoption Leave**

**Life Assurance of 3 x your annual salary**

**Annual Leave purchase scheme - opportunity to buy an additional 5 days Annual Leave**

**Flexitime**

**A funded Social Committee responsible for organising social activities for everyone**

**Cycle to work scheme**



**Flexible working with a healthy mix of time at home and in the office has allowed me to fit my part-time hours around the children's school day.**

**It's really made all the difference to my work / life balance.**

*Pete, Management Accountant*

# Our teams

- Senior Management Team
- People and Business Support Team
- Finance Team
- Services | East and South Teams
- Services | West and North Teams
- Services | Youth Development Team
- Properties and Facilities Team
- Communications and Fundraising Team
- A Way Home Scotland Coalition

“

**Rock Trust haven't just supported me to develop in my role, they've helped me through a bereavement, through a pandemic (!), and through starting my own family.**

**They understand that work is just one part of life and everyone is dealing with different things.**

*Maddy - Communications & Fundraising Manager*

# Job Description

**Job Title: Finance Administrator**

**Contract: Permanent - 35 hours per week**

**Location: Edinburgh - with some home working**

**Salary: £22,911.29 - £25,295.91 per annum (depending on experience)**

## **Mission Statement**

To prevent youth homelessness and to support young people to build better futures.

## **Context**

Rock Trust is looking for a self-motivated, proactive and enthusiastic Finance Administrator to join our team based in Edinburgh. The successful individual will be well-versed in the functionality of finance as a whole and have an ability to work to deadlines, whilst maintaining excellent accuracy in all aspects of your work.

## **Reporting to**

Finance Manager

## **Responsibilities**

### **People & Finance**

- Support the Finance Manager and Finance Officer to ensure efficient delivery of day-to day operations including but not limited to providing cover for the Finance Officer in their absence, maintain purchase requisition system, monitoring email accounts (actioning and responding to internal and external enquires), processing monetary donations (including banking) and assisting with administration of yearly audits.
- Process Purchase requisitions on company credit cards for staff members including the ordering and payment of goods, liaising with staff regarding queries and monitoring delivery of goods.
- Credit card reconciliation for the SMT.
- Assist with the preparation and processing of payroll and expenses.
- Monitoring, updating and reporting of mileage documentation – liaising with staff to ensure their documents are up-to-date and accurate.
- Work with the Finance Manager and Finance Officer to undertake projects, researching and liaising with facilitating colleagues across the business to ensure deadlines are met.
- Assisting all departments with financial information, providing timely and accurate financial information when required

# Job Description

## **Purchasing & Suppliers**

- Assist the Finance Officer with data entry on SAGE, including purchases, payments, sales invoices and receipts, as and when required.
- Assist with weekly supplier and staff pay runs, monthly direct debits and sales invoicing, as and when required.
- Assist with liaison with suppliers and external stakeholders including collaboration with other team members, regarding any payment/invoicing issues or queries.
- Assist with liaison between The Rock Trust and service providers and contractors to ensure that the organisation receives the most effective service.
- Assist with the procurement exercises for renewal of contracts.

## **Quality & Governance**

- Assist with the creation, review and implementation of finance policies, procedures and process maps.
- Administering internal communications re: policy, procedure and process map changes, including finance updates to staff.
- Assist in the audit, development and implementation of new and updated resources and procedures, including monitoring and evaluation of systems.
- Ensure all financial data is recorded on allocated database systems accurately and reports are generated when required.
- Assist with the preparation of annual and monthly management accounts if required.

## **Leadership & Development**

- As part of the Finance Team, provide effective and professional leadership, supporting and promoting the activities of Rock Trust and contributing significantly to building a high performing organisation.
- To provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Increase our management level networks, building relationships with leaders, partners, commissioners and funders.
- Identify and make recommendations for improvement to contribute to the continuous operational improvement of the organisation.

## **Other**

- To act in accordance with Rock Trust values.
- To undertake other duties in line with the role as required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

# Person Specification

## Essential Requirements

- Experience in a similar role is essential.
- A good understanding of basic accounting / bookkeeping principles.
- Excellent numeracy & literacy skills with a high level of accuracy and attention to detail.
- Excellent organisational and planning skills are essential as is the ability to respond quickly to changing and challenging priorities.
- Highly proficient in Office 365, especially Excel and Word.
- Experience of using Sage software preferably Sage 50 Accounts & Payroll.
- Excellent communicator – verbal and written.
- Ability to work flexibly and to immediate or short deadlines.
- Well organised, reliable with good planning skills.
- Ability to work on own initiative with minimal supervision.
- Team Player – willing to assist colleagues and support various departments as and when required, including being flexible and adaptable.

## Desirable

- Experience of working for a charitable organisation including charitable accounting.
- Experience of using databases.
- Experience of using SharePoint and Teams platforms.



# How to apply...

**Please apply using our application form below:**

Download and fill out the three documents and upload them to our portal when you visit our Vacancies web page.

We will review applications daily and will be in touch as soon as possible if we'd like to invite you for interview. If you would like to speak to someone about the role in more detail, or if you face any obstacles to completing an application, please get in touch.

[Application Form](#)

[Equal Opportunities Form](#)

[Criminal Convictions Declaration](#)

**[www.rocktrust.org/vacancies](http://www.rocktrust.org/vacancies)**



# Good Luck!