

JOB DESCRIPTION

Finance and Administrative Officer

Effective from: Week beginning 4th November 2024

Working Pattern: Part time- 10.5 hours per week (hybrid)

Duration of Contract: 1 year with the possibility of extension subject to funding

Reporting to: HOW Coordinator and Treasurer

Close working relationship with: Education Staff, other Development Education Centre Finance staff

ABOUT HIGHLAND ONE WORLD

Highland One World is a small charity based in Inverness which exists to promote social justice and sustainability through Global Citizenship Education. We work with educators to support children and young people to develop the knowledge, skills and values they need to contribute to a more just, peaceful and sustainable world. We do this through the delivery of training and events, and the development of resources.

Our work is guided by the following values:

- **Commitment to:** social justice & equity, participation & inclusion, sustainable development
- **Respect for:** people, human rights, our environment
- **Belief that:** people can bring about positive change

Highland One World is one of 5 Development Education Centres (DECS) in Scotland and part of the International Development Education Association Scotland (IDEAS) network. The organisations within these networks work collaboratively to promote Global Citizenship Education across Scotland/the UK and beyond.

The organisation is managed by a Board of Trustees and a small team of staff led by the HOW Coordinator. The staff team lead on different areas of work but also offer support to each other as our activities require.

PURPOSE OF THE ROLE

- To manage the financial administration of Highland One World including oversight of the organisation's budget and cashflow, and day-to-day financial administration duties.
- To provide administrative support for Highland One World, its Trustees and staff team to support the effective day-to-day running of the organisation and delivery of its projects.

MAIN RESPONSIBILITIES

HOW Basics

- Ensure the smooth implementation of all core and project accounting activities, including (but not limited to): timely and accurate bank reconciliations, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of timely and reliable reports to the HOW Treasurer, HOW Coordinator, partners and funders
- Working with the Treasurer, external accountant and Coordinator, maintain and develop effective administrative and financial management systems, processes and procedures for the organisation - including identifying and recommending changes or improvements to:
 - The recording and storing of personal/ financial data
 - Increase accuracy and efficiency
 - Minimise financial and reputational risk
- Ensure financial transactions are properly authorised, recorded and tracked according to HOW financial procedures, project contracts and the standards outlined by HMRC and OSCR
- Perform required tasks related to the monthly HOW payroll including paying salaries by BACS, communicating with HMRC, the pension provider and other relevant bodies, and ensuring all information and payments are sent in a timely manner
- Ensure the secure and effective organisation and storage of all administrative documentation relating to HOW and its projects, and in compliance with GDPR regulations
- Liaise with the HOW Treasurer/Trustees to represent HOW in dealings with HMRC, the HOW payroll, pension providers, external accountant and the bank
- Assist the preparation and timely submission of annual accounts and statements in coordination with the Treasurer and external Accountants
- Support the maintenance and development of the HOW and Signposts resource libraries – including but not limited to, database management, occasional website updates, resource purchasing, management of resource loans
- Provide occasional administrative support to the Trustees, including setting up meetings, distributing agendas, taking making and managing other board-related documentation
- Perform administrative tasks associated with the day-to-day running of the organisation

HOW Projects

- Manage and update databases with required project information where required, ensuring that data reporting requirements for projects are fulfilled in a timely manner
- Provide periodic support to the Coordinator and Education Officer to develop budgets for funding applications as required
- Provide administrative support to the team for project activities/events where required
- Support project-specific financial audit or spot-check processes if required

National

- Attend occasional online meetings with administration / finance staff from the Development Education Centres Scotland when required

Other

- Be an active member of the HOW team, demonstrating a willingness to support the team when needed, attending team meetings, occasional events and away days as required

PERSON SPECIFICATION

Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> - A degree in finance or experience in finance roles - Experience running a small office smoothly including IT and database management - Proficiency in Microsoft Office Suite (Word, Excel, Teams and Sharepoint) and Quickbooks; - Conversant with financial regulations - Clean driving licence and access to a car 	<ul style="list-style-type: none"> - Proficiency in Wordpress - Experience of working in projects in the Third Sector - Familiarity with Charity regulations - Experience of working remotely to support a small team
Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> - Passionate about HOW's vision and values - A high degree of integrity, accountability and energy - Flexibility and openness to change - Excellent organisational, time-management and communication skills - Ability to work alone and as part of a small team - Ability to prioritise and manage multiple tasks simultaneously 	

TERMS AND CONDITIONS

Contract Duration: One year with a 3-month probationary period and possibility of extension subject to funding.

Working Pattern: Part time (1.5 days) A minimum of 4 hours are required to be worked in the office on Wednesday mornings. The rest of the hours can be worked flexibly in discussion with the Coordinator.

Location: Inverness and home working

Salary: Within Highland Council Pay Grade 7 - £29k - £32k pro rata, depending on experience and 5% employer pension contribution.

TO APPLY

To apply, send your CV and a covering letter telling us why you are applying for this position and what skills, abilities and experience you have that are relevant to this post.

Please provide two references - one should be your current/most recent employer. We will only contact your references once a job offer has been made

Applications should be sent to: catriona.willis@highlandoneworld.org.uk

Closing date for applications: 29th September, 2024

Interviews will be held on: 9th of October in Inverness

EQUALITIES STATEMENT

At HOW we believe in and promote equality of opportunity. That means everyone who works for us and any job applicants will be treated equally regardless of their gender, racialised identity, sexual orientation, disability, age, religion, socioeconomic background, or any other characteristic. We value and celebrate diversity as a strength, recognising that diverse perspectives enrich our work.

Our commitment to equality means:

- **Respect for all:** We are dedicated to creating an environment where everyone is treated with dignity and respect, ensuring that no one experiences discrimination, harassment, or exclusion.
- **Fair treatment:** We ensure that our policies, recruitment, and decision-making processes are transparent and equitable, promoting fairness and equal opportunities within our charity.
- **Ongoing learning:** We recognise that promoting equality requires continuous learning and self-reflection. We are committed to listening, learning, and evolving our practices to create a more inclusive and just organisation.