

Role title	Finance Assistant
Responsible to	Head of Finance
Location	Edinburgh

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The role of Finance Assistant will work in close collaboration with others, including Commissioned Service Leads, Centre Managers/Leads, Service Administrators, Stakeholder Engagement colleagues and our Central support teams as well as the wider Finance team.

The Finance Assistant will take ownership of the processing and accurate recording of a wide range of accounting transactions including but not limited to accounts payable, accounts receivable, fundraising transactions, payroll processing, nominal ledger and cashbook across the organisation ensuring high standards of service are achieved and maintained.

You will be required to use finance, payroll, and fundraising software – currently Sage 200, Itrent and Raisers Edge – alongside other systems in all aspects of the role.

The Finance Assistant will have a flexible and 'can-do' attitude to work and strive to ensure all deadlines are met.

Finance Assistant workstreams include the tasks below and the Finance Assistant will be allocated to a workstream however flexibility will be key to all finance tasks and workload with the ability to support other workstreams when required.

Key responsibilities

Role specific responsibilities

- Process routine financial transactions to finance, payroll, and fundraising systems in line with procedure ensuring appropriate authorisation and coding is obtained and that all deadlines are met.
- Weekly payment runs for approval by the Head of Finance.
- Purchase ledger statement review and reconciliations resolving queries in a timely manner.
- Process petty cash and credit card transactions and reconciliations.
- Routine accounts receivable activity including liaising with locality staff to document balances.
- Ensure all accounts receivable accounts are reconciled and allocated in line with deadlines.
- Create and amend database records in an accurate manner to agreed standards ensuring systems are managed securely and effectively at all times.
- Issue acknowledgement and thank you correspondence to supporters and stakeholders in line with templates and guidance ensuring high levels of accuracy.
- Support the wider team with database cleansing and update tasks.
- Provide fundraising, payroll, and finance database support to internal colleagues around queries regarding financial and fundraising activity.
- Process staff expenses to the payroll database.
- Process daily banking and mail received into office.
- Undertake routine administrative tasks such as filing and scanning.
- Build relationships and maintain good communication.

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures to relating to the safe and secure use of sensitive and personal data are adhered to at all times.

- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Person Specification Finance Assistant

This person specification should be read with the job description for the post of Finance Assistant. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills, ability, knowledge		
High competence levels in use of Microsoft Office and other office software	✓	
Knowledge/experience of using financial systems/packages such as Sage.	✓	
Knowledge/experience of using Sage 200/Sicon WAP		✓
Knowledge/experience of using Blackbaud Raisers Edge		✓
Knowledge/experience of using Itrent		✓
Experience of Analysis and reconciliation of transactions.		✓
Experience of database transactional imports/exports		✓
Practical experience of Gift Aid processes		✓
Awareness of GDPR best practice		✓
High standard of verbal and written communication skills.	✓	
High degree of accuracy and attention to detail	✓	
Strong organisational skills with the ability to plan and organise work, working to tight deadlines	✓	
Personal qualities		
Strong communication and interpersonal skills with the ability to develop relationships and communicate effectively	✓	
Flexible with a 'can do' attitude	✓	
Team player	✓	
Qualifications/Experience		
Demonstrable experience of working in a similar finance, payroll, or administration role.	✓	

Reviewed: July 2023