



**SOCIAL  
ENTERPRISE  
ACADEMY**

One becomes many

# **FINANCE OFFICER RECRUITMENT PACK**

**Closing date: 1pm 11 November 2024**





Australia



India



Malaysia



China



Pakistan



South Africa



# FINANCE OFFICER

**PERMANENT | PART TIME** (0.8 FTE, 28 hours per week, hybrid working)

**SALARY £27,595 PRO RATA PLUS COMPANY BENEFITS** (includes a company pension, 35 days annual leave (pro rata), an employee assistance programme and learning and development opportunities)

**BASED IN EDINBURGH**

**We're on a journey to create fairer communities by facilitating 10 million social entrepreneurs globally by 2030. Do you want to help make this a reality?**

**Thank you for your interest in our Finance Officer role. We are looking for a customer-focused, friendly, helpful and well-organised finance professional to support us in delivering the smooth delivery of the Academy's finance function.**

Your role will be to work closely with the Head of Finance supporting the effective operation and integrity of the Academy's finance and broader systems. You will work within the Operations Team with regular liaison with other teams within the business including the Leadership Team and Heads of Departments. You will also have daily liaison with external service providers and contractors.

The role includes financial management duties including producing financial management information for monthly and quarterly reporting purposes, supporting the annual audit process and supporting departmental Heads of Department with regard budget spend and financial compliance. The role also includes daily and weekly administrative financial tasks which are set out in the full job description below.

We are looking for someone who wants to work with vibrant, entrepreneurial and dedicated people and colleagues and with a good value-fit with our organisation.

Having the right mindset, attitude and approach is as important for us as having the right experience and skills. We appreciate that the best person might not have all the listed criteria yet so if you feel your experience, skills and attitude will help you to make a great contribution in this role and you have the right mindset, we would welcome an application from you.

Yours sincerely,



Neil McLean

**Chief Executive**

**Social Enterprise Academy**

# ABOUT US

At the Social Enterprise Academy, we believe social entrepreneurs play an essential role in changing the world.

We strengthen their role in local communities through transformational learning programmes that will increase their community impact.

Our programmes are accredited, responsive to learner needs, and are delivered by experienced Facilitators who are social change leaders themselves.

Since 2004, we have delivered over 1,900 learning programmes to 28,000+ learners in over 30 countries. We have also engaged over 55,000 young people around the world, using social enterprise as a tool to help them reach their full potential and create positive change in their communities.

## JOB PURPOSE

To support the effective administration and management of the Academy's finance function.

## MAIN RESPONSIBILITIES

### FINANCIAL MANAGEMENT

- Produce and provide analysis of comprehensive financial management information on a monthly and quarterly basis as required by the SLT, Finance Sub-Committee and Board for the Head of Finance to review.
- Support Departmental Heads with regards to budget spend and financial compliance through hosting monthly meetings to review budget spend and any discrepancies between budget and actuals.
- Produce all relevant reports required for monthly management accounts and create draft accounts, including budget analysis and cashflow, for the Head of Finance to review.
- Support the Head of Finance prepare year end accounts.
- Manage daily cashflow reporting to the Head of Finance, CEO and Finance Sub-Committee when required.
- Support the annual audit process, including liaising directly with internal and external auditors.
- Ensure the correct VAT treatment is applied to all transactions and submit quarterly VAT returns (where required).

### FINANCIAL ADMINISTRATION

Manage the daily running of the finance function including:

- Maintaining accurate financial records.
- Responsibility for the purchase ledger process, including adhering to appropriate controls

and ensuring accurate supplier data is maintained.

- Sales invoicing.
- Bank reconciliation.
- Balance sheet reconciliations.
- Supplier management.
- Accounts payable and debtor management.
- Producing financial reports and other records using appropriate systems.
- Preparation of payroll information, monthly monitoring of reports, processing monthly payroll payments (payroll is outsourced).
- Administration of staff travel and subsistence claims.
- Credit card management, usage and reconciliation.
- Provide guidance to staff on financial processes and procedures.
- Monthly Journal posting.
- Arranging finance inductions and checking regularly staff compliance of finance procedures.
- Management of Pension enrollment and monthly payments.
- Monitoring of the Finance mailbox dealing with queries as they arise.

## **OTHER ADMINISTRATIVE DUTIES**

- Support the administration of other tasks within the Operations Team as required. This includes, but is not limited to, stationary management and ordering, answering phone calls and sorting mail.

# **PERSON SPECIFICATION**

## **ESSENTIAL EXPERIENCE AND KNOWLEDGE**

- Proven experience of working in a similar role.
- Excellent IT skills – in particular Microsoft Excel, Outlook, Word and accounting software (preferably Xero).
- Have knowledge of P&L, budgets and balance sheets.
- Knowledge of operating a business banking system.
- Sales Ledger/Purchase Ledger experience.
- An understanding of GDPR legislation and the need for confidentiality.

## **ESSENTIAL QUALITIES AND APPROACH**

- You have a high level of attention to detail and accuracy.
- You have the ability to communicate effectively both verbally and in writing and can be relied on to maintain the Academy's reputation with partners and clients.
- You have the ability to work with minimal supervision.
- Your working style is a natural fit with Academy values.

- You work with integrity and kindness and in awareness of the strengths and needs of the people around you.
- You have a good understanding of and commitment to Equality, Diversity and Inclusion.
- You thrive on exceeding client and partner expectations and reflect a professional and 'can do' collaborative attitude across everything you do.
- You are equally comfortable working independently or contributing as a supportive team member.
- You do what you say you will do and trust others to do the same.
- You are careful and accurate when recording and reporting information and confident using MS Office, databases and IT platforms.
- You are able to follow procedures and solve problems and you use your discretion and judgement appropriately.
- You thrive on managing a busy workload and competing priorities.
- You are flexible and adapt well to changing circumstances and priorities.
- You bring operational level skills and experience that enhance the Academy's impact and support its growth.
- You have a history of relationship building with stakeholders and staff at all levels.
- You are able to suggest new ideas and improvements across your work and you contribute to planning discussions.

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

- We believe that having a diverse and inclusive staff makes for better discussion, better decision making and better organisational impact. It also better reflects the people, businesses and communities we support.
- The Social Enterprise Academy is committed to the active promotion of Equal Opportunities and the living wage as an employer and in the provision of services to the community.
- As part of our commitment to diversity and inclusion we are taking active measures to improve and ensure that our recruitment process is accessible and inclusive.

When you apply for a job with us, you can know that:

- The advert language has been pre-assessed for gender bias.
- Our application form is in word document format, with alternative formats available upon request.
- We are happy to discuss reasonable adjustments for your application and/or interview process.
- We anonymise applications ahead of the shortlisting process.

# TERMS & CONDITIONS

- 28 hours per week with option for flexible working.
- Annual leave entitlement is 25 days plus 10 public holidays (pro rata).
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities.
- Place of work – Edinburgh office with the option to work hybrid.
- The post is part of the Operations Team and will report to the Head of Finance.
- Notice period – two months.

# HOW TO APPLY

- Send your CV and a cover letter in **Word document format** outlining:
  - Why you are interested in the post and joining the Academy team.
  - The experiences, skills and qualities you have that match you with the post's job description and person specification.

along with a completed copy of our equality and diversity monitoring form (downloadable from our website) to **seahr@socialenterprise.academy** by 1pm, Monday 11 November 2024.

- Please note that interviews will take place in person at our Edinburgh office.
- More information available at: <https://www.socialenterprise.academy/scot/join-the-team>

**If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process e.g. application form in a different format or extra interview time please get in touch:**

**Karen Veitch | 0131 243 2670 | [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy)**





Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering





# SOCIAL ENTERPRISE ACADEMY

One becomes many

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy) | 0131 243 2670



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Social Enterprise Academy