



Finance and Governance Assistant - Job Description

Job Title:	Finance and Governance Assistant
Reports to:	Finance Manager
Position within Structure:	Team Member
Salary:	26,000 pro rata
Work Location:	Hybrid: on agreement including home working and from Greyfriars Charteris Centre, 138-140 Pleasance, EDINBURGH, EH8 9RR
Travel requirements:	Occasionally throughout Scotland, rarely UK travel
Contract Type:	18 hrs.; 3 months probationary period 1 month notice period

	ACOSVO Overview – Job Purpose
ACOSVO Vision	Our vision is that voluntary sector leadership in Scotland is influential, resilient and trusted.
ACOSVO Aims	<p>Voice</p> <p>We will advocate with, and for, voluntary sector leaders so the sector can make its full contribution to Scotland's future.</p> <p>Challenge</p> <p>We will support leaders to have the skill and confidence to hold the hard conversations that are needed to make the changes we seek for Scotland.</p> <p>Change</p> <p>We will work with leaders to drive innovation to deliver a fair, inclusive, diverse and sustainable Scotland.</p>
ACOSVO Values	<p>Courageous</p> <p>Authentic</p> <p>Open to challenge</p> <p>Collaborative</p> <p>Inclusive</p>
Job Purpose	<ol style="list-style-type: none"> 1. Finance administration, invoicing, reconciliation, as directed by the Finance Manager 2. Provide administrative support as directed by the CEO to the Board of Trustees ensuring good governance at ACOSVO 3. Undertake HR administration 4. Undertake membership administration 5. Deliver high quality service to ACOSVO, its stakeholders, partners & members, embodying ACOSVO's Staff Values

Job Purpose	Job Responsibilities
1	<ul style="list-style-type: none"> • To be responsible for accurate data input and analysis using accounting software and other commercial systems • Undertake finance Processing including invoices, bank posting; and helping resolve any related issues, ensuring the correct authorisation, budget allocation adhering to internal controls • Positing transactions to ACOSVO accounting software • Monitor and process expenses and support the management of company credit cards • Assist in the preparation of the annual accounts under the direction of the Finance Manager • Assist with the processing and monitoring of grants • Undertake monthly bank reconciliations and month end duties as required
2	<ul style="list-style-type: none"> • Support the CEO in planning and arranging Board meetings and any sub committees as required • To attend, minute and keep accurate records of Board, Board sub-committees, collating and distributing agendas, minutes, meeting papers and other relevant documentation as required. • Assist with administrative requirements associated with the appointment and resignation of Trustees, including statutory registers / filings and to monitor terms of office. • Support the updating of the Trustee Handbook and associated paperwork • Assist with arranging, developing and maintaining programmes of induction, recruitment and training for Trustees and to monitor and record Trustee participation and engagement with training • Assist with AGM preparation including papers, Trustee elections and minutes
3	<ul style="list-style-type: none"> • Responsibility for updating staff records and drafting appropriate correspondence • Provide administration for recruitment processes and assisting with the review and development of onboarding materials • Assist in the scheduling of staff training and development initiatives • Assist with data collection and input into relevant systems
4	<ul style="list-style-type: none"> • Undertake membership administration including payments/renewals/queries through CRM (joiners/renewals/resignations)

5	<p>As part of Team ACOSVO</p> <ul style="list-style-type: none"> • Improve member experience to ensure their needs are always ACOSVO primary focus; ensure swift resolution of issues; be innovative & adaptive to member needs in a way that enhances ACOSVO reputation • Ensure all records are updated and maintained • Ensure adherence to policies and procedures including Health and Safety and GDPR • Work collaboratively with colleagues at all times • Lead by example constantly role modelling positive attitude, setting standards in terms of tone & behaviour, showing genuine care & concern for colleagues • Maintain & upgrade professional knowledge & practice through relevant training/research • Work flexibly with colleagues to deliver ACOSVO's objectives including supporting member events and activities • Undertake any task within jobholders skills and abilities as may be requested from time to time by line manager/colleague
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Person Specification

Essential	
Education & qualifications	Educated to level 6 of Scottish Credit & Qualifications Framework or equivalent
Experience & Characteristics	<p>Experience of taking minutes</p> <p>Positive and enthusiastic, experience in working as part of a team, reliable, checks accuracy to get things right first time</p> <p>Commitment to Equality, Diversity and Inclusion and demonstrates honesty and integrity in actions</p>
Management & Experience	<p>Ability to understand and follow policy</p> <p>Excellent planning and organisational skills, including the ability to manage multiple priorities and deadlines</p>
Sector Experience	Appreciation of context of working in a voluntary sector organisation & understanding of the sector more widely
Leadership Knowledge	Appreciation of characteristics & qualities required for strong leadership; understanding of benefits of excellent leadership
Financial Experience	<p>Proven ability to support a finance function</p> <p>Experience of financial administration</p> <p>Experience of supporting the preparation of annual accounts and organisational budgets</p>

IT/Systems Knowledge	Experience of working with financial software. Excellent computer skills including using main Microsoft packages including excel and experience of using databases
Communicating & Influencing	Excellent written communication skills, including experience of drafting correspondence Strong interpersonal skills including demonstrated ability to liaise and communicate with colleagues internally and externally, comfortable dealing with enquiries, presents information clearly and succinctly
Planning & Organising	Excellent planning, organisational and prioritisation skills Highly organised and methodical with acute attention to detail completing tasks with accuracy and to deadline
Analysis & Problem Solving	Understands situations/problems by breaking down into constituent parts; traces implications in a step-by-step method
Desirable	
	Experience of financial administration in a charity Experience of using digital tools to modernise a finance function Knowledge of charity governance Professional finance qualification HR experience/knowledge