

**Finance and Administration Officer**

**Job Description and Person Specification**

**Job Description**

Reports to: Board of Trustees

*Salary: £*33,706 *(pro rata for 25 hours)*

Hours: 25 per week

Location: Glasgow

Contract: 9 months fixed-term

**Purpose of Post**

The Finance and Administration Officer plays a key role in co-ordinating the activities of West Scotland Deaf Children’s Society (WSDCS) and both reports to and supports the Board of Trustees. The postholder is responsible for finance and administration functions within the Charity, participates in the planning of resources and developing systems and works with other members of the team to ensure efficient and effective communication and service delivery.

**Key Tasks and Responsibilities**

* Abide by the policies, procedures and practices of WSDCS, upholding its values and principles.
* Develop and maintain effective relationships to best support families and deliver organisational objectives.
* Act as an initial point of contact for internal and external stakeholders, signposting as appropriate.
* Provide a comprehensive financial support service including payments; debtors; banking; liaison with financial institutions; oversight of bank accounts; record keeping, including the recording of income from all sources; maintenance of financial systems; budgeting; assisting with funding applications and liaison with funders; administration of expense payments; preparation and reporting of financial reports, including to Board of Directors; and with the Organisation’s accountants, prepare annual accounts and support the preparation of quarterly management accounts.
* Liaise with Glasgow Council for the Voluntary Sector (GCVS) on payroll matters and administer required input including on payroll, staff changes and pensions.
* Assist the charity to comply with all aspects of charitable law, including submission of the annual return to OSCR. Deal with the administration of Gift Aid.
* Co-ordinate and prepare agendas and reports for meetings, including board meetings, and issue in a timeous manner. Minute meetings, as required, issue these and notify relevant people of action items for attention. Annually set dates for all the charity’s meetings, including Board and Annual General Meetings.
* Ensure that the necessary office supplies, equipment and materials are available at all times.
* Maintain a current list of policies and procedures and take steps to ensure that these are kept up to date, together with all necessary risk assessments for the Organisation.
* Co-ordinate, as appropriate, the recruitment of new trustees and staff, seeking references, processing new start documentation and support with induction.
* Organise essential training for staff and trustees in accordance with statutory and organisational requirements.
* Support operational staff to provide services to supported people and families.
* Maintain record of annual leave and public holidays for the team.
* With colleagues, update and monitor the charity’s social media channels and website.
* Be part of a collegiate effort to organise and deliver all aspects of the programme of events, clubs and activities and maintain records relating to these.
* With other staff, administer and present the charity’s two annual awards.
* With the National Deaf Children’s Society (NDCS), arrange Protecting Vulnerable Groups (PVG) scheme checks for all new staff and trustees.
* As an affiliated charity of NDCS, ensure compliance, communication and reporting with its representatives.
* Take responsibility for own development and training.
* Undertake other tasks as may reasonably be required.

**Person Specification**

**Essential Criteria**

* Previous experience in finance and administration is essential, ideally in the third sector.
* Good communication skills, both written and verbal.
* Excellent organisational skills and the ability to problem solve, prioritise and to work effectively with others as part of a team.
* Ability to maintain strict confidentiality.
* Good time management skills and ability to work to tight timeframes and deadlines.
* Positive ‘can do’ attitude, reliable and dependable.
* Willing to work flexibly, including evenings and weekends, when required.
* Experience of gathering information for performance monitoring.
* Excellent computer skills and proficient use of Microsoft Office.
* Finance and/or Administration qualification to HND level or equivalent.

**Desirable Criteria**

* Previous experience of financial reporting.
* Understanding of human resource processes.
* Experience of preparing and submitting funding applications and budgets.
* Awareness of deafness and its impact and/or working directly with people with deafness.
* British Sign Language skills or a willingness to learn.

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