

**Job Description: Admin and Finance Officer**

Salary: c.£26,500

Contract Type: Permanent

Hours: 21

Reporting to: Business Development and Income Generation Lead

Line management responsibilities: None initially

Hybrid Working between office base in Edinburgh or Dunfermline and home

**Job Purpose:**

To provide wide-ranging administrative and financial support to ensure the smooth and efficient running of the organisation. The role involves responsibility for financial processes, database and email management, and administrative systems, as well as supporting funding applications and organisational development.

**Key Responsibilities**

- Manage day-to-day administration including emails and databases.
- Process, code, and pay invoices in line with financial policies and procedures.
- Support budget monitoring and provide accurate financial records for reporting purposes.
- Assist with preparation of funding applications, collating required information and drafting sections as needed.
- Maintain and update organisational databases ensuring accuracy and confidentiality.
- Act as the first point of contact for general enquiries, ensuring professional and timely responses.
- Prepare correspondence, reports, and documents for internal and external stakeholders including Board meetings.
- Support the development of policies, procedures, and systems to improve efficiency.
- Assist the CEO and management team with diary management, meeting arrangements, and minute-taking.

## Person Specification

| Criteria   | Essential | Desirable | Evidence |
|--|-----------|-----------|----------|
| Attention to detail and accuracy                           | ✓         |           | A/I      |
| Experience of handling and paying invoices                 | ✓         |           | A/I      |
| Database and email management skills                       | ✓         |           | A/I      |
| Strong administrative and organisational skills            | ✓         |           | A        |
| Financial understanding and ability to work within budgets | ✓         |           | A        |
| Proficiency in Microsoft Office (Word, Excel, Outlook)     | ✓         |           | A        |
| Ability to prioritise workload and meet deadlines          | ✓         |           | A/I      |
| Self-starter, able to work independently                   | ✓         |           | A/I      |
| Ability to draft and support funding applications          |           | ✓         | A        |
| Experience of working in the charity or non-profit sector  |           | ✓         | A/I      |
| Experience supporting senior management or trustees        |           | ✓         | A/I      |
| Experience of caring for a child with complex needs        |           | ✓         | A        |