

## Apex Scotland

### Finance Officer

- Salary:** Starting salary £28,500 pro rata
- Hours:** 28 hours per week (work pattern to be agreed)
- Location:** Our National Team is based in Edinburgh; all employees work a hybrid model with time in the office and home working. The postholder will be expected to travel throughout Scotland as part of this role.
- Reporting to:** Finance Manager
- Benefits:** Private stakeholder pension: 3% employer contribution & 5% (minimum) employee contribution
- Death in service benefit: 2 times salary.
- Holidays: 20 days (increasing to 25 after 5 years continuous service) + 14 public holidays
- Enrolment to the Hospital Saturday Health Plan which includes an Employee Assistance Programme together with access to Perkbox which includes a range of discount opportunities and offers

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### Who we are

Apex Scotland helps people with experience of the justice system in Scotland move towards a new life through support, training and hope. Since we started, thousands of people have benefited from our caring, individual and hopeful approach, and with your help, we can be there for so many more. This is an exciting time to be joining Apex Scotland following a period of transformational change as we embark on our new three-year strategic priorities framework following the launch of our new visual identity and brand.

### The Opportunity

This is an exciting opportunity to join Apex Scotland at a transformative moment, working alongside our Finance Manager and newly created Finance Administration position. As Finance Officer you will play a key role in providing an inhouse finance function that supports our front-line staff and provides key information to the leadership team. You will have an excellent track record of supporting organisational finance operations including account payable and receivable, bank reconciliations and supporting the Finance Manager with the annual budget.

Your work will strengthen our culture and ensure we can continue to thrive, grow, and sustain the positive impact we have in communities across Scotland.

## **Key Priorities:**

The Finance Officer will provide comprehensive support to the Finance Manager, with key responsibility for management accounts, inputting software to Xero, maintaining accurate records, reconciliation and supporting the operational staff with financial queries. This role will be the first point of contact for all employee queries related to their service function and will play a pivotal role in Apex Scotland's financial planning and strategy.

## **Duties and Responsibilities:**

- Responsible for ensuring traceability and transparency of all financial transactions
- Day to day management of the finance inbox
- Preparation of financial reports as required for funding bodies such as local authorities, Scottish Government and sector partners
- Process data, in an accurate and timely manner, into our financial platform, Xero, for all income and expenditure
- Ensure correct accounting treatment of income and expenditure, in particular relation to funding and projects
- Reconcile monthly accounts to relevant bank statement and against the income generation CRM system, Raisers Edge
- Produce monthly management accounts
- In collaboration with the Finance Manager, develop and monitor the annual budget
- Work with the Finance Manager to complete end-of-year accounting procedures, and submit data to the auditors
- To ensure that all necessary organisational insurances are in place and to liaise with insurers as necessary
- Manage day-to-day finances of the organisation
- Preparation and input of all accounting transactions – receipts and payments, invoices, wages, petty cash, journals

## **Who you will be working with**

- Finance Manager and wider Finance Team
- Income Generation Team
- External suppliers
- People Team
- Operational Service Managers

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

## **Preferred Candidate Profile**

Apex Scotland, The Melting Pot, 15 Calton Road, Edinburgh EH8 8DL ~ [hello@apexscotland.org.uk](mailto:hello@apexscotland.org.uk) ~ 0131 220 0130 ~ Apex Scotland is a company limited by guarantee. Registered in Scotland No. SC 126427. Registered as a Scottish Charity, No. SC023879

We know that some people, particularly those from ethnic minority backgrounds, disabled applicants, and other underrepresented groups, may be less likely to apply for roles unless they meet every single requirement. We want to say clearly: if you are passionate about this work and share our values, we strongly encourage you to apply, even if you don't tick every box. You might be exactly who we need.

As the **Finance Officer**, you will bring experience in a fast-paced finance function and have the ability to manage multiple priorities. You will be highly organised, with strong attention to detail and a commitment to delivering work to deadlines and to a high standard.

You will have a proactive and solutions-oriented approach, and confident using financial software packages, preferably Xero, and Microsoft 365 packages.

### **Skills and Experience:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	Demonstrable relevant professional knowledge acquired through training and experience	
Experience	A minimum of three years in a financial role	Previous experience working or volunteering in the charitable sector
Knowledge & Skills	<p>Proficient in use of accounting software, preferably Xero</p> <p>Proficient knowledge of Microsoft 365 packages</p> <p>Knowledge of best practice and GDPR in relation to finance</p> <p>Good organisational and time-management skills</p> <p>Excellent accuracy and attention to detail</p>	Understanding of, and empathy with, the aims and objectives of Apex Scotland
Personal Attributes	<p>Self-motivated and able to work on own initiative without close supervision and also as part of a small team</p> <p>Trustworthy and able to handle confidential information with confidence and sensitivity</p> <p>Proactive and solution-oriented with strong integrity</p> <p>Committed to our organisational values</p>	

	Ability to collaborate effectively, manage multiple priorities, and adapt to changing needs	
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## Job Evaluation

Level of Demand	Factor Level		Factor Level
Communication Skills		Responsibility for Financial Resources	
Dealing with Relationships		Responsibility for Physical Information and Resources	
Responsibility for Employees		Initiative and Independence	
Responsibility for Services to Others		Knowledge	