**Job Title –Finance & Administration Officer**

**Hours:** 28 - 35 hours per week. Hours to be agreed and worked flexibly as agreed with successful candidate.

**Salary:** £31,150 FTE pro rata equivalent

**Location:** Greenock –Hybrid. Home working from a suitable home office across Scotland will be considered for the right candidate.

**Reports to:** Chief Executive

**Overview**

We are seeking a part-time (28 – 35 hours per week to be worked flexibly as agreed with successful candidate) Finance & Administration Officer to join our friendly team and support the charity’s finance and administration functions. The ideal candidate will have at least 5 years’ experience in a similar role. This role requires excellent Excel skills and experience in producing high-quality financial information. They will have working knowledge and be super users of a range of Microsoft software, Xero accounting software (or similar equivalent) and familiarity with online banking systems.

The administration management aspects of this role will require the postholder to support the Chief Executive to deliver a variety of objectives including HR, Health & Safety and IT to ensure that there are efficient and effective systems, processes and policies in place to support our people and projects. The ideal candidate will be highly organised and methodical in their approach. They will have excellent time management and prioritisation skills, with the flexibility to respond to changing needs in a dynamic working environment. The role requires excellent communication skills, with the ideal candidate having the ability to both communicate confidently with a wide range of people and to build positive relationships with colleagues, partners and stakeholders.

**Finance Responsibilities:**

* Updating and maintaining Xero accounting software to process, issue and track invoices, upload and process all bills for prompt payment.
* Maintaining an audit trail of all receipts and payments on Xero.
* Reconciling accounts receivable and pursue overdue payments.
* Managing billing and supplier queries.
* Monthly reconciliation of bank/credit accounts for CVS Inverclyde.
* Managing the finance inbox ensuring that all queries are addressed in a timely manner.
* Processing of all BACS payments.
* Posting journal entries at year end in preparation for audit.
* Processing final payroll output (outsourced) into finance system, ensuring that net wages, PAYE and pension contributions reconcile to payroll records.
* Monthly collating and reporting of payroll (outsourced) including preparation of expense reports.
* Maintaining accurate records of grant funding, implementing measures to track spend against budget, to prepare and submit financial claims and liaising with staff to ensure monitoring and reporting requirements are met.
* Supporting the Chief Executive to ensure that all financial and compliance regulations are met.
* Assisting the Chief Executive and/or senior managers to prepare, monitor and manage budgets and financial reports and evidence for funders.
* Supporting the Chief Executive with the preparation of profit and loss statements, cashflow, budgets, forecasts, statutory accounts and annual external audit.
* Supporting the Chief Executive by preparing financial reports for the Board of Trustees.
* Supporting the Chief Executive to ensure that the financial control systems internally are maintained.

**Administrative Responsibilities:**

* Being the first point of contact for all enquiries to our office via phone, email and in-person visits.
* Supporting the Chief Executive by delivering a variety of objectives including HR and IT (outsourced functions) to ensure that there are efficient and effective systems, processes and policies in place to support our people and projects.
* Day to day responsibility for the organisations Health & Safety obligations, supported by the Chief Executive
* Support the administration of a range of email mailboxes into the organisation.
* Administration of training enquiries, bookings, invoices and follow up.
* Maintaining accurate records (asset register, tools, subscriptions, passwords) to support the smooth functioning of the organisation.
* Acting as a data administrator, collecting, reviewing and analysing of data to support effective performance management and reporting.
* Assisting with the annual renewal of external contracts (e.g., insurance) ensuring the organisation achieves best value.
* Supporting the annual reporting requirements to OSCR and Companies House.

**Generic staff responsibilities**

* To work as part of the CVSI team, involving additional duties as and when required to support colleagues.
* To practice & promote an equitable, accessible and non-discriminatory approach to work at all times.
* To ensure confidentiality at all times.
* To represent CVS Inverclyde in relevant networks and partnerships and promote the organisation’s role, work and priorities.

The above is not an exhaustive list of duties and the successful candidate will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job description. The particular duties and responsibilities attached to this role may be varied without changing the general character of the duties or the level of responsibility entailed. Such variances are a common occurrence and would not themselves justify reconsideration of the renumeration.

**Person Specification**

**Qualifications & Experience**

**Essential**

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| --- | --- |
| Minimum five years of experience in a senior finance role. | Essential |
| Confident and proficient in the use of accounting software, preferably Xero, and Microsoft Office – strong Excel skills are key and will be tested at interview. | Essential |
| Expert knowledge and experience of bookkeeping management, systems, processes and policies and use of appropriate software. | Essential |
| Excellent financial analysis skills to examine financial consequences of budgets, proposals and plans. | Essential |
| Analytical, with the skills to provide financial analysis in support of decision-making and help others identify trends and anomalies in our finances. | Essential |
| Skilled at taking financial data from a variety of sources (e.g. accounting software, bank, spreadsheets) and presenting it to a non-financial audience in an accessible format. | Essential |
| Ability to maintain the highest levels of trust and confidence. | Essential |
| Attention to detail, accuracy and efficient working methods. | Essential |
| Exceptional time management and organisation skills. | Essential |
| Attentive to detail, in order to ensure that transactions, processes and reporting are accurate and reliable. | Essential |
| Self-motivated and solutions-focused, with the capability and desire to take ownership of all relevant responsibilities | Essential |
| Ability to communicate confidently with a wide range of people and build positive relationships with colleagues, partners and stakeholders. | Essential |
| Knowledge of charity sector, Local Authority and Scottish Government funding environment (procurement, contracts, grants, service level agreements). | Essential |

**Desirable**

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| --- | --- |
| Professional qualification and membership of professional body. Either full or part finance qualified (e.g. CIMA/CIPFA/ACCA/CA AAT or finance degree). | Desirable |
| Understanding of H&S legislation. | Desirable |
| Previous experience of working in the voluntary sector. | Desirable |

**PROCESS**:

Applicants are requested to complete an application available on our website. This should be sent to [admin@cvsinverclyde.org.uk](mailto:admin@cvsinverclyde.org.uk) for the attention of Charlene Elliott, Chief Executive Officer.

**CLOSING DATE:**

Monday 7th July 2025 at 5pm.

**INTERVIEWS:**

Interviews will take place on Tuesday 15th July 2025 in person at our offices in Greenock.

**Terms and Conditions**

**Salary:** Salaries are paid in arrears at monthly intervals on or about the 28th of each month directly into your bank account.

**Hours:** Working hours are flexible but must equate to a minimum of 28 working hours per week, Monday to Friday between the hours of 0900 and 1700. The nature of the post may from time to time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.

**Place of work:** CVS Inverclyde’s offices are currently at West College Scotland, Finnart Street Campus, Greenock, PA16 8HF. Consideration will be given to home-based working within Scotland and will require a suitable home office working environment (CVS can provide a laptop and support additional equipment needs). Attendance of meetings and events in other parts of Scotland may be required periodically, with travel expenses paid in accordance with CVSI’s Expenses Policy.

**Contract:** Permanent.

**Flexibility:** Subject to ensuring that the needs of the charity and the role are met, CVSI endeavours to meet the flexible working needs of its employees.

**Holidays:** Our holiday year runs between 1st April and 31st March. Holiday entitlement is [5.6] weeks, or 35 days which are inclusive of the [8] normal bank holidays. Holiday entitlement is pro-rata for part-time employees.

**Pensions:** You will automatically be enrolled into our Pension Scheme after you have been employed by us for three months. Within a month of being enrolled in the Scheme, you can send an opt-out form if you do not wish to be in the Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you. Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately.

**Probationary period:** 3 months.

**Notice period:** 2 months.