

# Finance & HR Admin Assistant

## Details

Reports to: Chief Finance Officer

Salary: £24,720 pa

Location: 454 Gorgie Road, Edinburgh, EH11 2RN

FTE: 5 days (35 hours per week)

## Overview

This is a key support role in the organisation. You will be highly visible and offer a range of support across Central Support, particularly to the Finance & HR Coordinators. You will be a highly organised worker, with strong numerical and data entry skills and attention to detail. You will assist with day-to-day accounts payable tasks. HR records management, and other general administrative tasks. You will Report to the Chief Finance Officer.

## Responsibilities

- Supporting the Finance Co-ordinator with accurately inputting supplier invoices to our accounting software, Xero
- Assisting with resolving supplier invoice discrepancies and liaise with suppliers to handle queries
- Assisting the Four Square staff team with finance queries, invoice requests and chasing of invoice approvals
- Assisting with the monitoring of busy finance email inboxes and online supplier portals
- Supporting the HR Coordinator in the recruitment process of new employees and maintaining accurate and up to date employee records (including posting job adverts, arranging interviews, including booking rooms, short listing CVs, printing of materials for interviewing managers and following up with candidates, ID checks, reference requests, distribution and monitoring of tech, setting up and assisting carrying out of mandatory training)
- Be the first point of contact for all calls to Head Office and responsibility for the admin inbox
- Deals quickly and fully with ad-hoc tasks as required to ensure all the Central Support responsibilities of Four Square are met (including ordering of office supplies for Head Office and wider services, general printing & photocopying, keeping meeting rooms clean, tidy and prepped for meeting e.g. coffee machine & other supplies)

### **Behaviours**

- Be a committed and trusted member of the team;
- Engage in healthy conflict, challenge and support;
- Focus on the shared goals of the organisation and be accountable;
- Be curious about the roles and challenges of colleagues;
- Own and be accountable for all areas of work;
- Role model a coaching style within a high performance culture where expectations are explicit and delivered alongside support;
- Believe in the organisation and be an ambassador for our work.

### **Requirements**

- Previous experience working in an accounts payable role;
- Understanding of basic accounting principles and VAT;
- Proficient in the use of accounting software (e.g. Xero, Quickbooks, SAGE) and MS Office packages;
- Demonstratable, recent experience of providing administrative support to a variety of different stakeholders in a fast-paced environment;
- High attention to detail;
- Strong communication skills, both written and verbal;
- Ability to multi-task and prioritise an everchanging workload;
- Ability to take responsibility to proactively resolve issues, be solution based;
- Office based to ensure collaboration with stakeholders and a consistent presence in the organisation.