

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Finance Worker</b>
<b>RESPONSIBLE TO:</b>	<b>Finance Manager</b>
<b>SALARY:</b>	<b>£26,147 (Pro rata - £10,459)</b>
<b>HOURS:</b>	<b>14 hours per week (Office based)</b>
<b>CONTRACT:</b>	<b>Permanent Subject to funding</b>
<b>HOLIDAY ENTITLEMENT:</b>	<b>26 days annual leave plus 10 public holidays pro rata</b>

A satisfactory Disclosure Scotland Level 2 check will be required for this position.

### **Job Purpose:**

Supporting our Finance Manager with the day-to-day processes within the Finance team, our Finance Worker plays a key part in providing sound financial advice and effective financial management services to the management team and Trustees of Edinburgh Women's Aid.

Given the nature of the role, our Finance Worker position will require the successful candidate to be present in the office, which is located in the Stockbridge area of Edinburgh.

### **Key Responsibilities of the Role:**

The Finance Worker has a broad range of responsibilities, covering purchase/sales ledger support, processing activities related to banking, credits cards and cash, and assisting with staff payroll.

Specifically, some of the key responsibilities include:

- Processing, recording and filing of invoices, credit notes, staff expenses and payments to purchase and sales ledger records within the Sage 50 Professional system.
- Processing and reconciliation support in relation to supplier payments, remittances and statements.
- Assisting with credit control duties for sales ledger.
- Posting of bank payments and receipts, ensuring accuracy and support for monthly reconciliation.
- Processing of monthly credit card statements transactions, including upload to SAGE and support for reconciliation.
- Primary responsibility for the petty cash and cash income function, including the preparation of monthly reports and the necessary reconciliation and credit control activities in support of our service users.

- Collation and preparing of monthly salary and pension information and supporting the timely processing, checking and reconciliation of payroll, in collaboration with our external payroll bureau.
- Supporting the Finance Manager and refuge team with the procurement of refuge kits.
- Assisting the Finance manager with the office facilities contracts and ensuring the appropriate scheduling of maintenance/utility projects for both office and refuge properties.

Additionally, there are duties which support the Finance Manager in areas such as financial reporting, audit preparation and assisting in the identification of opportunities for EWA to achieve its value for money objectives.

The role will provide opportunities to be involved in project work and finance support for our fundraising activities, and also to support the team more widely, such as minute taking in meetings, welcoming visitors, and handling enquiries.

**The successful candidate will have:**

- An HNC Accountancy qualification (or equivalent qualification), ideally with 2 years payroll experience.
- Knowledge of SAGE Accounting software and an understanding of how cost centres and departments work.
- Ideally an understanding of restricted and unrestricted funding, but training is available on how funding works in EWA.
- Knowledge of Microsoft Excel at intermediate level, and a good working knowledge of MS Office applications such as Word and Outlook.
- A Driving Licence would be beneficial.

**To be successful in this role, you will need to have:**

- Excellent communication, both written and verbal, when dealing with colleagues, external agencies, and service users.
- Excellent attention to detail and accuracy in all work, with an ability to collect and interpret data and produce reports.
- The ability to learn to work autonomously, to prioritise and manage workload to deliver within tight timescales and deadlines.
- The ability to stay up to date and compliant with all EWA's policies and procedures and to comply with our strict confidentiality and data protection requirements, including any other legislation connected to your work.



We are looking for someone with an interest in developing an understanding of domestic abuse including the impact of domestic abuse on victims and their children. Being compassionate, empathetic and with an ability to work in a non-judgmental way will be critical given the support we provide to those who use our services.

We are a small team of dedicated professionals, so we need someone who is a good team player and always acts with integrity and respect towards others. We are all committed to equal opportunities and diversity issues both in policy and in practice.

We also need someone who is resourceful and a good problem solver, but who wants to grow and learn with us. We are always optimistic about the possibility for personal growth and change.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010.

Edinburgh Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community.

Company No: SC237521

Registered Charity No: SC028301