

JOB DESCRIPTION

POST: Finance Assistant

DIVISION: Finance and Corporate Services

RESPONSIBLE TO: Finance Manager

SALARY: Band B, £25,155 - £30,083

CONTRACT: Full Time

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Diversity Equity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

Role Summary

- To support the effective operation of the Finance team by maintaining accurate financial records and processing day-to-day transactions. The role helps ensure the organisation manages its resources responsibly in support of its work with children and families
- Contributing to core finance processes, including purchase ledger, sales ledger, ad-hoc payroll processing and banking. This ensures financial information is accurate, up to date, and supports informed decision-making.
- By delivering a professional, responsive and high-quality service to everyone involved, both inside and outside the organisation, the Finance Assistant supports the smooth running of the Finance Department. The postholder works within established procedures, carrying out administrative tasks while maintaining high standards of accuracy, organisation and customer service.

Key Results Areas

- Accurate and up-to-date financial records are maintained across purchase ledger, sales ledger and banking, ensuring the integrity of the organisation's financial data.
- Financial transactions are processed efficiently and reconciled in a timely manner, supporting strong financial control and compliance with procedures.
- Cash and banking activities are managed reliably, with discrepancies identified and resolved promptly to ensure accuracy and accountability.
- Colleagues and stakeholders receive a responsive and high-quality finance service, enabling smooth day-to-day operations and positive working relationships.
- Payroll processes are supported effectively as required, with appropriate cover provided to ensure continuity, accuracy and timeliness of payroll operations.
- The smooth running and continuous improvement of Finance processes is supported, with opportunities for greater efficiency identified and implemented where appropriate.

Additional Responsibilities

- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Standards and Policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.
- To undertake any additional and appropriate functions as required.

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

What We're Looking For

- Experience of working in a finance or accounts administration role, with an understanding of core processes such as purchase ledger, sales ledger and banking.
- Strong attention to detail and accuracy, with the ability to manage financial data and transactions reliably.
- Good organisational skills, able to prioritise tasks and meet deadlines in a busy team environment.
- Confident communication skills, with the ability to provide a helpful, professional and responsive service to everyone involved, both inside and outside the organisation.
- A proactive and flexible approach, with a willingness to support a range of finance activities, including providing cover for payroll when required.
- Ability to work both independently and as part of a team, contributing to the smooth running of the Finance function.
- Basic IT and systems skills (e.g. finance systems and Excel), with the ability to learn new processes and tools.
- A commitment to the organisation's values, working collaboratively and contributing to a positive and supportive working environment.

What You'll Get From Us

- A workplace with values of with love, with purpose and with strength
- 40 days annual leave, inclusive of bank holidays
- Pension scheme and wellbeing support
- Flexible and hybrid working arrangements
- Access to Westfield Health, giving colleagues and their families confidential counselling support, wellbeing resources, and access to health and lifestyle benefits to support physical and mental wellbeing.
- Blue Light card discount
- A Fair Work accredited workplace

Corporate Responsibility

- Be committed and adhere to Children First vision, mission and values.
- Comply with Children First Safeguarding policies and procedures.
- Comply with Children First Code of Conduct and any relevant professional standards relating to the role.
- Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- Actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- Observe all health and safety requirements.
- Work within and promote policies in relation to Diversity Equity and Inclusion and anti-discriminatory practices.
- Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
<ul style="list-style-type: none"> • Standard Grades (or equivalent) in Maths and English • And/or Business or Accounting qualification (or equivalent) • Experience of working in an office or administrative environment • Experience of handling data with a high level of accuracy and attention to detail • Ability to organise and prioritise workload to meet deadlines • Basic IT skills, including Microsoft Office (Excel and Word) 	<ul style="list-style-type: none"> • A flexible and proactive approach to work • Strong attention to detail and commitment to accuracy • Good communication skills, with the ability to provide a professional and responsive service • Ability to work independently and as part of a team • Initiative and problem-solving skills • Ability to build and maintain positive working relationships 	<ul style="list-style-type: none"> • Understanding of core finance processes (e.g. purchase ledger, sales ledger, banking) • Experience of processing financial data and maintaining accurate records • Experience of working with spreadsheets and databases • Understanding of confidentiality and handling sensitive financial information • Awareness of reconciliation processes and basic financial controls • Awareness of payroll processes (desirable but can be developed in post) 	<ul style="list-style-type: none"> • Reliable, organised and able to work with a high level of accuracy • Collaborative and supportive in a team environment • Willing to learn and develop new skills • Committed to delivering a high standard of service • Professional and approachable in working with others 	<ul style="list-style-type: none"> • An awareness of and interest in the work of Children First • A commitment to and understanding of the principles of participation • An understanding of and commitment to the principles of involving volunteers • Commitment to the principle of Equal Opportunities and opposing/challenging discriminatory practice. • An awareness of personal responsibility in relation to health and safety