Finance Officer

Job description and person specification

POST	Finance Officer
EMPLOYER	VOCAL – Voice of Carers Across Lothian
SALARY	SJC SCP 45, £18.12 per hour, pro rata of £34,038 full-time
HOURS	20 hours, over three days
LOCATION	Edinburgh Carers' Hub, 60 Leith Walk, Edinburgh EH6 5HB with occasional visits to VOCAL's Midlothian Carer Centre, Dalkeith

Purpose of the post

VOCAL is a carer-led organisation employing 65 staff, supported by a team of over 50 volunteers, who are based at the Edinburgh Carers' Hub and Midlothian Carer Centre, and within several health and social care settings across Edinburgh and Midlothian.

This post will support VOCAL's Finance Manager in providing accountancy and finance support to VOCAL and its business operations in Edinburgh and Midlothian.

VOCAL values

- We are carer-led and engage carers in all aspects of our work
- We recognise and advocate for carers as equal partners in care
- We support carers to:
  - build on their strengths and skills
  - identify and achieve their outcomes
  - strengthen their resilience
  - improve their quality of lives
- We believe in diversity, equality of opportunity and choice
- We promote transparency and honesty
- We treat people with dignity and respect
- We create opportunities for innovation, creativity and enterprise
- We seek to work in partnership around agreed outcomes

Improved outcomes for carers

The post holder will contribute to the following outcomes for carers. Carers will report:

- being better informed about issues linked to their caring role
- improved confidence in their ability to shape services and support
- improved confidence in managing their caring role
- improved physical and mental wellbeing
- improved confidence in their ability to deal with the changing relationships
- improved economic wellbeing

- improved social wellbeing
- improved personal safety

Person Specification

The post holder is expected to evidence and demonstrate the following:

Qualifications (essential)

- relevant educational and/or professional qualifications.

Experience (essential)

- demonstrable accounts payable experience in a comparable finance position.

Knowledge (essential)

- an understanding of bookkeeping and accounting skills e.g. accruals and prepayments
- good working knowledge of, and experience using, Xero accountancy software, MS Office and Office 365 software
- knowledge of Microsoft Excel at intermediate level.

Skills and abilities (essential)

- ability to coordinate work across different systems and processes, with accuracy and attention to detail in all areas
- ability to interpret data and produce reports
- ability to follow instruction, and to manage and prioritise workload to meet agreed timescales and deadlines
- a flexible and proactive approach with the ability to manage finance and office procedures
- excellent communication skills, both written and verbal
- effective interpersonal skills
- ability to work autonomously and as part of a team
- adaptable with the ability to learn new skills and keep up to date with changes in electronic systems.

Experience, Knowledge and Skills (desirable)

- experience of supporting payroll and annual audit of accounts
- knowledge of ApprovalMax and Hubdoc software

Job description

1. **Finance duties:**
   - managing the finance mailbox using an effective filing system
   - processing, coding, and filing of invoices, credit notes, and staff expenses in Xero
   - managing the carer grants mailbox

- processing and paying carer grants and posting journals
- investigating and resolving any payment issues and queries
- making supplier payments
- banking cash and cheques
- identifying, coding, and reconciling payments from multiple sources (e.g. VOCAL social enterprises, donations)
- bank reconciliation
- reconciling the company credit cards
- managing the prepaid cards portal (Equals), posting all transactions
- issuing month end Xero reports to colleagues
- posting petty cash expenditure
- managing VOCAL's 100 Club
- supporting the Finance Manager with administration tasks as required

2. **Supporting Finance Manager** with:
   - gift aid submissions
   - annual audit preparations
   - other relevant financial tasks and projects as required

3. **General Duties**

   The post holder will be expected to consistently and effectively perform a number of general duties:

   - comply with Carer Centre policies and procedures such as data protection and confidentiality, telephone and recording procedures, lone working policies, etc.
   - comply with and contribute to VOCAL's work of continuous quality improvement and participate
   - participate in VOCAL staff team planning meetings
   - carry out other non-recurring duties as arise from time to time and occasionally help cover carer centre duties during the absence of team members.

Accountability, Management and Development

The post holder will benefit from a structured induction programme within the first month of appointment, followed by a probation period.

For line management, supervision and support the post holder will initially be answerable to the Finance Manager. The post holder will ultimately be accountable to the Board of Directors.

VOCAL acknowledges its responsibility to help identify training needs of staff and to allow reasonable time and resources for staff training, where such training furthers the duties and responsibilities of the post.

Emphasis is placed on team accountability and mutual support.

The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.

Conditions of Service

The post is 20 hours per week, to be worked over three days. VOCAL operates a 36-hour week for full time staff.

There will be an initial probationary period.

VOCAL offers a range of contractual benefits, including:

- generous annual leave entitlement of 33 days plus six public holidays (pro rata for part-time staff). This increases with length of service.
- a 6% pension contribution which increases with length of service
- enhanced maternity, paternity and adoption pay
- paid Carer's Leave
- enhanced sick pay
- Cycle to Work Scheme.

The postholder will be expected to obtain a Level 1 Disclosure through Disclosure Scotland.