

Job Description – Finance & Administration Officer

JOB DETAILS

Job Title	Finance & Administration Officer	Line Manager	Director of Corporate Services
Directorate	Corporate Services	Salary	£26,311 pro rata
Contract Type	Permanent, 21 hours per week (with possibility to increase)	Location	Hybrid/Stirling

ORGANISATION OVERVIEW

Venture Trust supports people facing challenging life circumstances to overcome barriers and realise their potential. We work alongside people who have been impacted by trauma, and together we build the programme they need to move forwards in their journey.

Our strengths lie in the trust and relationships we forge, our therapeutic approach and in harnessing the transformational benefit of being outdoors and amongst nature. Working in communities, in greenspaces and journeying through some of Scotland's most wild places, we meet people where they are. By taking time to create safe relationships, we can support people to grow. We work to create community, to strengthen support systems and accompany people as they reach new places. This relational approach allows people to develop in sustainable and meaningful ways.

Our values underpin everything we do:

- **Care** – we show empathy and compassion
- **Trust** – we build trust by being open and honest
- **Belonging** – we create a sense of belonging, ensuring everyone feels safe, heard, and valued
- **Courage** – we choose courage, even when it feels difficult or uncertain

JOB OVERVIEW

The Finance & Administration Officer role reports to the Director of Corporate Services and is responsible for supporting the day-to-day financial and administrative operations of the organisation, ensuring accurate processing of transactions, payroll administration, and general office and teams support helping to ensure the smooth and efficient running of our operations.

MAIN RESPONSIBILITIES

Accounting

- Monitoring finance email inbox
- Checking and processing credit and debit card spend ensuring receipts are provided
- Checking and processing staff expense claims ensuring they are in line with spending limits and receipts are provided
- Post invoices/credit notes/bank and other transactions to Xero
- Prepare payment runs for authorisation
- Assist with preparation of accruals and prepayments and post to Xero
- Assist with reconciliations of bank and other balance sheet accounts on Xero
- Assist with preparation of the annual budget
- Assist with compilation of evidence and working papers for the annual audit.

Payroll

- Assist with payroll information for submission to third party payroll provider
- Deal with all staff payroll queries in the first instance.
- Upload monthly pension data to pension provider
- Prepare payroll journals and reconcile the payroll control account.

Administration

- Assist with induction of new employees
- Provide general administrative support as required, including for our Stirling base and our commercial events

Other

- Undertake any training and professional development as and when required.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the line manager.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential:

- Excellent attention to detail with a high degree of accuracy
- Highly organised
- Good verbal and written communication skills.
- Confidence to challenge inaccurate or incomplete information
- Experience in general financial administration
- Experienced user of Xero accounting software

- Experience of using Microsoft SharePoint and Microsoft Teams
- Experienced and confident user of Excel spreadsheets
- Good knowledge of Word.

Desirable:

- Experience of working in the charity sector
- Experience of working with Accounts and administration processes
- Bookkeeping qualification such as AAT

Personal qualities:

- Commitment to Venture Trust's mission and values
- Proactive and reliable, with the ability to work independently
- Collaborative, flexible and able to work with and support multiple teams

ADDITIONAL INFORMATION

- This post is subject to a Basic Disclosure
- The role is hybrid with requirement to work from our Stirling office one or two days per week. The office is not easily accessible by public transport.

Venture Trust is a living wage employer and committed to promoting equality and diversity