FINANCE ADMINISTRATOR

Job Title: FINANCE ADMINISTRATOR
Reports To: Head of Finance and People
Location: Granville Street, Glasgow
Contract: Part-time, 21 hours per week (Monday to Friday, specific days to be agreed)
Salary: FTE £24,695 *(£14,817 pro rata)*

The Finance Administrator will promote and adhere to the values, philosophy and policies of Early Years Scotland (EYS) at all times.

In recognition of the value placed on volunteering within Early Years Scotland, the Finance Administrator will encourage and support volunteer involvement across the organisation.

ACCOUNTABILITY

The Finance Administrator is accountable to the Board of Directors through the Director for Children and Families and the Head of Finance and People.

JOB PURPOSE

The Finance Administrator will play a key role in supporting the effective financial management and administration of Early Years Scotland. Working as part of a small and supportive Finance Team, the postholder will help ensure that the organisation's financial systems, records and processes are maintained accurately, efficiently and in line with regulatory requirements.

The role will provide high-quality financial administration across a range of activities including income and expenditure processing, bookkeeping, payroll support, reconciliations, financial reporting and budget monitoring. The postholder will contribute to maintaining strong financial controls and will support colleagues across the organisation with finance-related queries and processes.

Working closely with the Head of Finance and People and colleagues across Early Years Scotland, the Finance Administrator will help ensure that accurate financial information is available to support effective decision-making, organisational sustainability and the delivery of high-quality services for children and families across Scotland.

Key Responsibilities

1. Financial Administration and Bookkeeping

- Process financial transactions accurately and efficiently, ensuring all income and expenditure is recorded in a timely manner.

- Maintain financial records, ledgers and supporting documentation in accordance with organisational procedures.
- Process invoices, payments, receipts and purchase orders.
- Monitor accounts payable and accounts receivable activities, ensuring transactions are processed accurately and within agreed timescales.
- Ensure all financial records are maintained in accordance with audit and regulatory requirements.

2. Financial Reporting and Budget Support

- Support the preparation of management accounts and other financial reports.
- Assist with budget monitoring and provide financial information to support project and service managers.
- Prepare routine financial reports and summaries as required.
- Support the production of information required for audits, funders and regulatory returns.
- Contribute to the provision of accurate and timely financial information that supports organisational planning and decision-making.

3. Bank Reconciliations and Financial Controls

- Carry out regular bank reconciliations and investigate discrepancies where required.
- Support the maintenance of effective internal financial controls.
- Process and reconcile credit card transactions and petty cash records where applicable.
- Ensure all financial transactions are supported by appropriate documentation and authorisation processes.
- Contribute to the continuous review and strengthening of financial systems and controls.

4. Payroll and Pension Administration

The Finance Administrator will:

- Support payroll administration processes to ensure staff are paid accurately and on time.
- Assist with pension administration and related statutory requirements.
- Maintain payroll records and supporting documentation.
- Liaise with colleagues and external providers regarding payroll and pension queries.
- Support the implementation of any payroll or pension process improvements.

5. Systems and Process Improvement

- Use Sage 50 Accounts and other financial systems to maintain accurate records and reporting.
- Support the ongoing development and improvement of finance processes and systems.
- Identify opportunities to improve efficiency, accuracy and consistency within financial administration processes.
- Contribute to the digitalisation and streamlining of finance systems where appropriate.

6. Collaboration and Customer Service

- Develop positive and effective working relationships with colleagues across Early Years Scotland.
- Provide responsive and professional support to managers and staff in relation to financial processes and procedures.
- Assist with responding to finance-related queries from suppliers, partners and stakeholders.
- Work collaboratively as part of a supportive and values-led team.
- Contribute to a culture of continuous improvement, learning and professional development.

7. Compliance and Professional Practice

- Maintain confidentiality and handle sensitive financial information appropriately.
- Ensure compliance with organisational policies, financial procedures, GDPR and relevant legislation.
- Support preparations for external audit and financial reviews.
- Promote best practice in financial administration and record keeping.
- Undertake any other duties commensurate with the role.

Expected Outcomes

The Finance Administrator will contribute to:

- Accurate, timely and effective financial administration across the organisation.
- Strong financial controls and compliance with regulatory and audit requirements.
- Efficient and reliable processing of income, expenditure and payroll activities.
- High-quality financial information to support reporting, monitoring and decision-making.
- Continuous improvement of financial systems, processes and record keeping.

- Positive working relationships with colleagues, suppliers and stakeholders.
- The financial sustainability and effective operation of Early Years Scotland, supporting the organisation to continue making a positive impact for children and families across Scotland.

Early Years Scotland is committed to investing in its people and delivering high-quality services that improve outcomes for young children and their families. The Finance Administrator will play an important role in ensuring that the financial systems, processes and infrastructure that underpin this work are robust, efficient, compliant and fit for purpose. Through accurate financial administration, effective collaboration and a commitment to continuous improvement, the postholder will contribute to the long-term sustainability and success of the organisation.

Person Specification

Essential Qualifications and Experience

- Previous experience in a finance administration, finance assistant or bookkeeping role.
- Experience of processing financial transactions, including purchase invoices, payments, receipts and reconciliations.
- Experience of using accounting software, preferably Sage 50 Accounts or a similar finance system.
- Experience of supporting payroll and/or pension administration.
- Good understanding of financial administration processes and internal controls.
- Experience of working with confidential and sensitive information.

Essential Knowledge and Skills

- Strong numerical and analytical skills with excellent attention to detail.
- Good working knowledge of Microsoft Excel and other Microsoft Office applications.
- Ability to organise and prioritise workloads effectively and meet deadlines.
- Ability to identify and resolve discrepancies in financial information.
- Strong communication and interpersonal skills.
- Ability to work collaboratively within a team and build positive working relationships.
- Commitment to accuracy, confidentiality and professional standards.

Desirable

- Experience of working within the voluntary, charity or public sector.
- Experience of supporting budget monitoring and management reporting.
- Knowledge of charity accounting requirements and restricted funding.
- Experience of digitalising or improving financial processes.

Personal Qualities

- Demonstrates the values and ethos of Early Years Scotland.
- Proactive and solution-focused approach.
- Flexible and adaptable.
- Committed to continuous learning and professional development.