



## Finance Officer - Job Description

**Reporting to** Gorebridge Community Development Trust (GCDT) Board via Treasurer or nominated Trustee

**Job Purpose**

- To take a lead in ensuring the smooth day-to-day running of the finance function.
- Support the GCDT board in maintaining and developing the Trust and Beacon Operations using the appropriate accounting software and associated applications.
- To assist the GCDT Board and management team in ensuring the charity remains compliant with all statutory financial regulations that apply to it and any subsidiaries, helping to co-ordinate the preparation of data to meet key reporting requirements.
- Assist with driving forward the modernisation and digitalisation of the financial management systems.

**Salary** Pro rata based on £26,000 FTE

**Hours of work** 14 hours per week

**Work Pattern** Ideally two full days per week, however, flexible working that meets the needs of the business will be considered

### Background

GCDT is a charitable, non-profit body which delivers projects with Gorebridge and the surrounding area. It is an independent, volunteer and community-led organisation which is part of a large network of Development Trusts in Scotland.

The Beacon is a community project of GCDT. It is a multi-purpose community hub which has a cafe and community space in the form of a large hall which can be divided into three separate areas. It also has leased spaces of varying sizes and purposes, including offices and a nursery.

### Job Purpose

The role includes but is not limited to:

### Finance & Administration

- To be responsible for accurate data input and analysis using accounting software and other commercial systems
- Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues
- Monitor and process expenses



- Take a leading role in the preparation of the annual accounts under the direction of the External Accountants
- Co-ordinate cash management and banking within the organisation under the direction of the Beacon Operations Manager
- Provide payroll information to the Trust's nominated Payroll Agency within the required deadlines and liaise with them on resolving related issues and the issuing of associated notices and documents
- Process required HMRC payments within required deadlines
- Take a leading role in processing and monitoring grants, donations and gift aid claims, and support managers with associated processes and documentation
- Support the Board in the setting and monitoring of budgets and assist Trust & Beacon Operations Managers in interpreting, preparing and monitoring related information.
- Support and train Trust and Beacon Operations staff in using financial information, systems and tools, and work with Managers to resolve more complex issues and develop appropriate financial systems.
- Support the Board with filing reports and notices with Companies House and OSCR and take a leading role in the preparation of related information.

### **Organisational**

- Attend meetings and liaise with colleagues as required
- Attend training relevant to the role
- Work with colleagues to actively promote the work of the charity and participate in fundraising
- Ensure compliance with internal quality assurance standards
- Put customers needs at the heart of all services and activities
- Uphold and promote the Mission and Values of the Charity
- Undertake any such appropriate duties as directed by the charity on occasion

### **Key contacts and relationships**

- Internally the post holder will work closely with the Board Treasurer and the budget holding Management Team
- Externally the post holder may have to manage relationships with a range of financial stakeholders including suppliers, customers, grant awarding bodies, donors and Accountants.

### **Equal opportunities**

- GCDT is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

## **Scope of job description**

- This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.
- The key responsibilities in this role are not exhaustive and the job description may be subject to change over time, following discussion with the job holder.

## **Finance Officer - Person Specification**

### **Essential skills/experience**

- Proven ability to support a significant finance function
- Experience of working with Xero or similar accountancy software
- An understanding of, and interest in charities and community organisations, their situations and the opportunities they may want and/or need
- Experience of supporting the preparation of annual accounts and organisational budgets
- Excellent computer skills including using main Microsoft packages as well as experience of remote working and related systems
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- Ability to work effectively as part of a team as well as the ability to work alone
- Good interpersonal and communication skills (verbal and written)
- Sound understanding of the differing requirements of management accounts and statutory accounts
- Highly organised and methodical

### **Desirable skills/experience**

- An appropriate financial qualification
- Excellent working knowledge of Xero and an enthusiasm to learn more
- Experience of working with iZettle or similar commercial systems
- Experience of using digital tools to modernise a finance function
- Experience of financial administration in the charity sector
- Experience of Petty Cash management

- Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills
- The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances
- Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity



G.C.D.T is a disability confident committed employer - We will interview all applicants with a disability who meet the minimum essential criteria for a job vacancy and consider them on their abilities - should they disclose their disability to us.