



Job Description

Job Title:	Senior Financial Officer
Qualifications/ Experience:	Qualified by experience essential
Rate of Pay	£28-32k FTE
Hours	Full time, however we will consider part-time equivalent circa 3/4 days for right candidate. Expectation of a hybrid working model
Responsible to:	Head of Business & Finance Services

Job Overview:

This is a crucial role within our Charity. As a functional unit 'Business & Finance (B&F) lead on the necessary support to the organisation by way of our small in-house team and key external partners. As a department we aim to provide the support, information and tools to our Board, SMT, fund-raising & front-line delivery teams to ensure that we all continue to meet and exceed the needs of our stakeholders, as well as enabling our fellow teams and colleagues to upskill in particular across finance and digital ways of working.

An important part of the team's work is to enable and drive change throughout the organisation across our functional remit of finance, HR, ICT, digital and general admin. We continually look for ways to work smarter, more efficiently and effectively throughout both our own department and those of our front-line delivery teams. You must be able to work as part of a team and independently.

Having started a transition to digital and cloud over the past few years we are now using Xero as our accounting software from April of this year. This will bring further digitisation particularly across purchasing, financial controls and record-keeping, coupled with improved access to key financial metrics and reporting and you will play a key role in this transition. In this role you will have the support of the Head of B&F and pro-rata practical support from key administration. You should be capable of taking responsibility for the full accounting cycle including day-to-day bookkeeping, reconciliation of month end/key control accounts up to TB and at least assisting in the preparation of management accounts, fund and activity reporting.

The role is primarily located at our Machrie Drive site however you will be required to work with colleagues at our Castlemilk Drive site. After a settling in period we would expect to fully implement a hybrid model of working for this role.

Key Responsibilities:

1. To ensure financial controls and procedures are carried out properly by all and are always fit for purpose, suggesting improvements where and when required with Head of Service.
2. To participate in the budgeting and forecasting process.
3. To develop a sound understanding of current & future Jeely activities, income and expenditure streams and their financing.
4. To ensure purchasing controls are followed and actioned across routine and exceptional expenditure.
5. To ensure income controls are followed and actioned across both routine and ad-hoc activities.
6. To ensure that transactions are allocated correctly across nominals, cost centres, funds and VAT categories and that subsequent outputs are accurate and correct.
7. To maintain and reconcile ledger accounts eg customers, suppliers, payroll etc as required.
8. To assist with funding, grant and donor management.
9. To assist with VAT, Gift Aid and GASDS claims and returns.
10. To assist with period end files and reports including annual audit and preparation of statutory accounts.
11. To oversee the general day to day running of the finance system and processes, where necessary performing these directly and/or supporting/supervising other department staff in doing same.
12. To ensure all other colleagues in own and wider teams are fully conversant with financial practices, carrying out pro-active and re-iterative training and support.
13. To ensure key financial and regulatory timelines and deadlines are adhered to with ease (internal and external).
14. To work with the Head of B&F on all departmental work however primarily financial.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested by your line manager.

Person Specification

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ▪ Xero accounting software ▪ Knowledge and/or experience of the third sector ▪ Knowledge and/or experience of the charity accounting framework and charity accounts ▪ Demonstrable strong MS Excel skills: ability to create/design/use and problem solve ▪ Demonstrable Microsoft 365 skills ▪ Good general computer and software skills/computer literacy ▪ Strong analytical and problem solving skills ▪ Strong attention to detail whilst retaining ability to see the bigger picture ▪ Ability to work effectively and efficiently in a sometimes busy environment and to tight deadlines ▪ Awareness of the need for joined up thinking and working across all central support areas ▪ Able to work independently and as part of the direct and wider team(s) ▪ Demonstrable experience in the duties and responsibilities of this post across book-keeping, performing reconciliations up to TB ▪ Knowledge and/or experience of preparing period end adjustments including accruals, prepayments, fixed assets etc ▪ Strong numeracy, literacy and analytical skills ▪ Ability to multi task whilst still ensuring accuracy and timelines ▪ Ability to manage own workload and meet targets with multiple priorities ▪ Ability to seek innovation and change for process/systems/people improvement ▪ ▪ Understanding of the Jeely Piece Club's aims, objectives and ethos 	<ul style="list-style-type: none"> ▪ Atn accounting (HNC, HND) or book-keeping qualification ▪ Appropriate degree level qualification ▪ Experience of the charity accounting framework ▪ Exposure to accounting for VAT ▪ Experience of producing Management Accounts and or other Key Financial Reports