



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

3rd Floor
94 Hope Street
Glasgow, G2 6PH
Tel: 0141 353 0440

Post	Finance Officer
Salary	£27,059 per annum pro rata plus 6% pension
Duration	Temporary post until March 2023 (with possibility of extension)
Hours	21 hours per week
Location	Glasgow, but partial office and home working until further notice
Line Manager	Finance and Business Manager

JOB PURPOSE

This post will carry out day to day financial administration, maintain financial procedures & systems, management accounts and record keeping. The Finance Officer will assist the Finance and Business Manager in all aspects of day-to-day finance and will contribute to producing monthly and quarterly management accounts for the management team and board of the Poverty Alliance.

JOB BACKGROUND

The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others. The Scottish Government, local authorities and charitable trusts financially support us to carry out our work, alongside our members.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities affected by poverty to take action against poverty and in providing support to influence policies solutions in Scotland. Over the last five years the work of the Poverty Alliance has expanded significantly. Our policy and campaigns work has increased as we have developed initiatives such as our *Challenge Poverty Week* campaign, as well as working on a range of issues including stigma, transport, health, education etc. Our research activity has also increased with multiple projects operating at any one time. Living Wage Scotland has become a key part of the Alliance's work, connecting us with thousands of employers and generating an important source of income. Finally, our membership base has grown rapidly over the last year, with around 400 members from across civil society in Scotland.

These developments have led us to strengthen the administrative team that provides support across the organisation. As the number of projects we work on has increased,

so has the number of funders we work with. Our increasing membership and levels of activity overall have meant an increasing number of financial transactions. We are now enhancing our capacity to deal with this increased level of financial transactions and to ensure that we are well placed to support the continued smooth running of our organisation as a very important time.

The Finance Officer will join our busy and growing Business and Administration team. The role will require a sound understanding of the operation of day to day finances within a small business context. This means not only having the technical skills to use SAGE 50c, and experience in bank reconciliation, running petty cash systems, and processing sales and invoices, but also having the people skills to work with suppliers, funders and community members. The role requires a strong attention to detail, the ability to manage a complex workload and an enthusiasm for working as part of a team as well as autonomously.

JOB DESCRIPTION

Key responsibilities:

1. Day to day finance records, bookkeeping and management.
2. Maintaining supplier, funder and other contacts and record keeping.
3. Management reports and cashflow reports.
4. Annual audit, VAT return and external bodies.
5. Other ad hoc duties.

Detailed responsibilities:

1. Overall day to day finance records, bookkeeping and management:

- Maintaining nominal code records according to Poverty Alliance system, including managing the year end rollover.
- Managing regular financial transactions include purchase and sales invoice, credit card processing.
- To maintain bank records and carry out bank reconciliation.
- To process staff expenses claims, monthly wages and pension and to ensure compliance with auto enrolment.
- Implement and manage system changes to improve Fundraising/Sage and spread sheet systems.

2. Maintaining supplier, funder and other contacts and record keeping:

- To update staff and funder records for audit purposes.
- Update and maintain suppliers and funders payment records, contracts and subscriptions.
- To update and maintain banks records and files.
- To update and maintain staff wages and pension payment records.
- Maintaining finance archive documents and records to comply with contracts and GDPR.

3. Management report and cashflow reports:

- To produce quarterly and yearly finance reports to funders.
- To produce monthly management report and cashflow report to Director, Treasurer and Finance & Business Manager.
- To provide staff and Managers with ad hoc financial reports.

4. Annual audit, VAT return and external bodies:

- Ensure the production of complete and accurate financial accounts to trial balance.
- To prepare and liaise with auditors in relation to annual audit, and to ensure compliance with HMRC.
- To prepare and file online VAT returns.
- To liaise with Poverty Alliance's Bank Relationship Manager and company Credit Card enquiries.

5. Other duties:

- To attend Admin team, TPA meetings, events and minutes taking.
- To deal with telephone queries or other ad hoc requests from suppliers and staff team.
- To undertake any other duties as required by Finance & Business Manager.

PERSON SPECIFICATION

Essential experience:

- Experience of SAGE 50c accounts system.
- Direct experience of cash handling, banking, and online banking
- Experience of working in a busy finance environment.
- Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally.
- Excellent MS Office 365 suite skills, in particular MS Excel.
- Experience of financial reporting, including cashflow reporting and budget management.
- Leading on the preparation and filing of online VAT Return.
- Contributing to the preparation and process of annual audit.
- Experience of managing own workload, reacting to changing circumstances, prioritisation and meeting deadlines.

Essential knowledge and skills:

- Excellent planning, with finance and good administrative skills.
- Knowledge of Making Tax Digital system and of VAT system.
- Knowledge of accounting practices and principles.
- Excellent attention to detail and accuracy.
- Excellent literacy, numerical and financial skills.
- Strong ethics, with an ability to manage confidential data.

- Ability to multitask, to work under pressure and meet deadlines.
- At least three years' experience in a similar financial role.

Desirable knowledge and skills:

- A relevant qualification in finance and accounting.

Other specific attributes:

- Ability to work effectively both independently and in a team.
- Share the organisation's values: compassionate, open, collaborative, innovative and driven.