

JOB DESCRIPTION

Job Title: Finance Officer (Temporary Part-time) **Grade:** 5
Ref No: FO/0708
Reports To: Finance and Resources Manager

Overall Job Purpose

To assist senior finance staff in delivering on financial reporting targets. Work with finance staff and management to appraise financial systems, controls and procedures to develop and recommend revisions to increase efficiency and effectiveness within the finance department and wider organisation. This includes ICT solutions for maximum impact.

Key Responsibilities

- Assist with the development and delivery of accurate monthly management and project accounts and budgets for stakeholders.
- Review and develop financial models and spreadsheets to make them more robust and accurate.
- Management of income receivable and cash flow.
- Development and management of supplier payments.
- Review of current financial procedures and processes to identify possible solutions for streamlining.
- Review recommendations from internal audit report and develop solutions to address these.
- Work with the finance assistants to review all work processes and develop improved efficient systems and solutions.
- Review and update the Financial Procedures Manual as systems and processes are implemented.
- Assist management with the development of the finance team and function.
- Maximise the use of ICT in financial systems and procedures

Other Duties

- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation.
- Provide training and induction for other members of staff as required.
- Participate in and contribute to organisational/team meetings as required.
- Provide reports for management as required.
- Provide appropriate support to volunteers as required.
- Undertake any other appropriate duties as required.

Person Specification

Job Title: Finance Officer

Quality	Essential	Desirable
Education and training	<ul style="list-style-type: none"> • Part or qualified accountant or equivalent experience 	<ul style="list-style-type: none"> • Qualified accountant
Job experience and skills	<ul style="list-style-type: none"> • Demonstrable experience at management level in a finance department • Experience of developing ICT solutions for financial procedures and systems • Ability to produce financial information to deadlines • Good presentational skills using excel or similar • Project related finance • Good knowledge of book keeping • Experience of managing and planning projects • Excellent communication skills both written and verbal • Excellent time management skills with the ability to manage multiple priorities • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Experience of Exchequer Enterprise Euro • Salary Administration
Personal qualities	<ul style="list-style-type: none"> • The ability to work effectively with colleagues at all levels in a high pressure environment • Ability to work in high pressure situations in a rapidly changing environment • Ability to remain calm and manage own stress • Excellent IT skills • Competent in the use of spreadsheets • Report writing skills • Ability to explain the complexities of finance to those with no prior financial training • Able to work well on own initiative and as part of a team when required • Ability to work sensitively in a multi-cultural environment and understanding of and commitment to the principles of equal opportunities • Understanding of the need for confidentiality • Able to project a smart and professional image • A commitment to the work of the Scottish Refugee Council and empathy with refugees 	