

## **JOB DESCRIPTION**



**Post: Finance /Administrative Officer**

**Duration: Temporary contract for 6 months (may be extended if funding secured)**

**Hours: P/T 14hrs per week**

**Salary: £20,253 pro rata**

### **Overview**

Generations Working Together (GWT) is a registered Scottish Charitable Incorporated Organisation SC045851. Although a new charity GWT was established in 2007 and was originally known as the Scottish Centre for Intergenerational Practice. GWT work with a wide range of public, private and voluntary sector organisations to gather and share best practice, provide information and support and develop new opportunities for intergenerational working in communities.

### **Overview of post:**

The Finance and Administrative Officer is responsible for managing the day to day finances, maintaining the financial records using Paxton Charity Accounting PRO package, updating the website and general office duties. The post holder will report directly to the National Development Manager.

### **Responsibilities:**

- To manage the day to day finances of GWT on behalf of the Manager in accordance with standard accounting procedures and key internal controls;
- To act as book-keeper and maintain financial records;
- In consultation with the Manager, provide draft budgets, accounts and financial statements, within a relevant financial policy framework, as required by the Board;
- In consultation with the Manager, monitor GWT's income and expenditure position, under the guidance of the Treasurer, and provide reports to the Board at least quarterly, in a format accessible to the Board members;
- In consultation with the Manager ensure that money received is only spent on the purposes for which it was given, and, where required, ensure that reports and accounts demonstrating this are submitted to funders;
- Ensure that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and, in consultation with the Treasurer, make arrangements for them to be externally examined or audited, as required by the Board and the Office of the Scottish Charity Regulator;
- In consultation with the Manager, ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard GWT;

- In consultation with GWT Development Officers ensure training course invoices are sent and payment received as required before courses are run;
- To organise and coordinate Board meetings by drafting agendas and papers, taking minutes, following up on key actions and progress points and administering meetings;
- Act as the IT focal point for GWT;
- To feed information onto GWT's website and social networking sites including Facebook, Twitter & You Tube;
- To work with intergenerational projects to produce case studies which if showing good practice and agreed by Manager should be uploaded to the website;
- To update and maintain the membership database;
- To provide assistance to volunteer coordinators when required;
- Identify shortfalls in GWT resources and report to Manager;
- In the absence of the Manager monitor his/her e-mail and other correspondence and distribute it to staff for action as appropriate;
- To provide admin support to the Chair of the GWT Board;
- To report regularly to the Manager.

**Personal profile:**

1. Financial qualifications and/or experience with at least two - three years' experience in administration and basic financial management, ideally in a busy environment;
2. Familiarity with Paxton Charity Accounting software or similar;
3. Some experience and/or knowledge of charity finance (OSCR) and pension schemes;
4. The skills to analyse proposals and examine their financial consequences;
5. First-class IT and admin skills, able to work with relevant software packages including Word, Excel, across both online and paper-based environments;
6. Excellent skills for preparing reports, minutes and case studies;
7. Experience of working closely with Manager/Board Members;
8. Some experience in maintaining websites & social networks;
9. Excellent interpersonal skills, including ability to relate to people of all backgrounds, particularly older & younger people;
10. Knowledge of intergenerational practice is desirable;
11. Flexibility to work irregular hours if required and undertake occasional overnight absences.

## **Terms and conditions:**

**Appointment:** Six months commencing Feb 2016 (may be extended if further funding secured)

**Location:** Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ (however post holder will be required to travel and work at national conferences or events taking place across Scotland. Board meetings may also be held in Edinburgh and other cities in Scotland)

**Salary:** £20,253 pro rata

**Expenses:** Business travel and overnight expenses (if required) will be re-imbursed

**Hours of work:** 14 hours per week.

**Probationary period:** three months.

**Notice period:** one month.

## **Application Process**

Please submit a detailed CV by **Monday 25th January 2016, 5pm.**

Please note that **interviews will be held on 3<sup>rd</sup> February 2016 in Glasgow**

## **The CV must include the following:**

Personal details, education & career background. Please describe your experience of administration and financial reporting (max 150 words) including details of any charity experience (max 150 words). Please list other relevant experience such as report writing, website development etc., two referees, your current salary (if applicable) and your earliest start date.

**Completed CVs should be emailed to [alison@generationsworkingtogether.org](mailto:alison@generationsworkingtogether.org) or sent to:**

Alison Clyde, Generations Working Together, 3rd Floor, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.

For further information please contact Alison Clyde, National Development Manager on 07769629988 or [alison@generationsworkingtogether.org](mailto:alison@generationsworkingtogether.org)