



JOB DESCRIPTION

Post: Finance and Administrative Officer

Part time: 14 hours per week

Salary: £21,074 pro rata

Location: Glasgow

Overview

Generations Working Together (GWT) is a registered Scottish Charitable Incorporated Organisation SC045851. GWT was established in 2007 and was originally known as the Scottish Centre for Intergenerational Practice. GWT's main aim is to work towards creating a fairer Scotland where people of all ages, but particularly the young and old, work together to challenge stereotypes, build social cohesion and mutual respect and build stronger communities founded on the assets of all of its members.

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 Chief Executive Officer (CEO).

Main duties and responsibilities:

- To work with the CEO to develop effective administration procedures and systems appropriate to the needs of the organisation;
- To manage the day to day finances of GWT on behalf of the CEO in accordance with standard accounting procedures and key internal controls;
- To act as book-keeper, maintain financial records and reconcile on a monthly basis the bank statements;
- In consultation with the CEO, provide draft budgets, accounts and financial statements, within a relevant financial policy framework, as required by the Board;
- In consultation with the CEO, 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 CEO 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 CEO, 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 certificates are sent out on completion of all training courses and that invoices are sent and payment received as required before courses commence (where possible);
- 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 report problems with the GWT website to the webmaster and ensure they are resolved;
- To work with intergenerational projects to produce case studies which if showing good practice and agreed by CEO 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 CEO;
- In the absence of the CEO monitor his/her e-mail and other correspondence and distribute it to staff for action as appropriate;
- To provide administrative support to the Chair of the GWT Board;
- Ensure data protection procedures are followed and kept up to date;
- To report regularly to the CEO and Treasurer.

Personal profile

Job Related Skills	Essential	Desirable
Financial qualifications and/or experience with at least two - three years' experience in administration and basic financial management, ideally in a busy environment;	√	
Experience and/or knowledge of charity finance (OSCR)	√	
Experience of payroll and pension schemes;		√
Familiarity with Paxton Charity Accounting software or similar	√	
The skills to analyse proposals and examine their financial consequences;	√	
Proficient in preparing funding reports, minutes and case studies;	√	
Proficient in collating and producing evaluation reports and analysis	√	
Experience of end of financial year reporting to board and to OSCR		√
Experience in managing invoices and payments, keeping the ledger maintained and up to date	√	
Professional attitudes and values		
Knowledge of Intergenerational Practice and its potential impact in communities		√
Sense of commitment in delivering work on time for deadlines	√	
Strong communication skills, verbal and written	√	
IT and Social Media		
Excellent IT/administration skills including proficiency of the Microsoft Office Suite & Outlook	√	
Experience in using websites and Social Media Platforms such as Facebook, Twitter and You Tube	√	
Personal Qualities		
Strong work ethic and attention to detail	√	
Commitment to working collaboratively across the organisation	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice)	√	
Ability to work on your own with high degree of autonomy	√	

Terms and conditions:

Part time: 14 hours per week

Salary: £21,074 pro rata

Location: Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ (however post holder may be required to travel and work at national conferences or events taking place across Scotland.

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

Probationary period: three months.

Notice period: one month.

Application Process

To apply please download an application form, complete and return by **Wednesday 7th August 2019 at 12noon.**

Please note that interviews will be held on **Friday 16th August 2019** in Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.

Applications should be emailed to alison@generationsworkingtogether.org or sent to:

Alison Clyde, Generations Working Together, 3rd Floor, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ **no later than Wednesday 7th August 2019.**

Further information on the work of Generations Working Together can be found on our website at www.generationsworkingtogether.org or on **Facebook and Twitter.**