



JOB DESCRIPTION

Post: Admin and Finance Officer

Hours: 21 per week **Salary:** £21,693 pro rata

Overview

GWT was established in 2007 as the Scottish Centre for Intergenerational Practice and became a registered Scottish Charitable Organisation in 2015. GWT's vision is to live in a Scotland where different generations are more connected, and everyone has the opportunity to build relationships that help to create a fairer society. Our mission is to develop, expand and improve intergenerational practice.

By intergenerational work we mean projects, activities or events where people of different generations who might not otherwise meet each other do things together in positive and creative ways. Intergenerational work includes any activities which remove and break down barriers between the generations.

GWT provides training opportunities, a library of resources, organise events, facilitate 18 local networks across Scotland and deliver pilot projects, all of which support and encourage the involvement of volunteers and grass roots projects as well as the more strategic levels of management and government. Importantly we connect individuals and organisations who work across different generations building trust and respect which creates long lasting friendships. Together through intergenerational work the different generations can share their skills and learn new ones identifying solutions on how to address local problems and challenges in their communities.

Overview of post:

This role includes oversight and administration of our day to day financial operations, financial record keeping, preparation of management accounts, collation of evaluation data and providing support to colleagues working on finance and administration.

The post holder will report directly to the Chief Executive Officer.

Responsibilities:

- Manage the day to day finances of GWT on behalf of the CEO in accordance with standard accounting procedures and key internal controls.
- Act as book-keeper and maintain financial records
In consultation with the CEO, provide draft budgets, accounts and financial statements, within a relevant financial policy framework, as required by the Board.
- 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 OSCR, 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 (OSCR).
- Ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard GWT.
Carry out any banking of cheques
- Ensure events and training course invoices are sent and payment received as required before events and training are held.
- Design evaluation forms and spreadsheets for recording data for GWT projects, network meetings and events.
- Collate evaluations data and transfer into reports for the CEO, Board and funders.
- Ensure the GWT website is kept up to date uploading new resources, case studies, news articles as and when required working closely with the Webmaster.
- Support members and projects to write case studies which, show good practice and are of good grammar uploading to the website.
- Update and maintain the GWT membership database and networks in conjunction with the Development Officers and Policy Officer.
- Provide assistance to volunteer network coordinators when required
Carry out regular stock takes and identify shortfalls in office resources and GWT publications.
- In the absence of the CEO monitor his/her e-mail and other correspondence and distribute it to staff/Trustees for action as appropriate
- To assist & support the CEO, Chair and Treasurer in preparing documents for board meetings
- Provide admin support to the Chair of the GWT Board
- Report regularly to the CEO.

Personal profile:

Job related skills	Essential	Desirable
Relevant accounting/financial qualification and/or the ability to demonstrate appropriate skills and knowledge.	√	
Familiarity with accounting/financial software or equivalent	√	
Experience and/or knowledge of charity finance (OSCR)		√
The ability to interpret evaluation data and pull into meaningful reports.	√	
Excellent skills for preparing case studies	√	
Experience of working with charities		√
IT and Social Media		
Highly computer literate, preferably with a strong working knowledge of Microsoft Office in particular Outlook, Word and Excel	√	
Experience in using Social Media Platforms (Web sites/Facebook, Twitter/YouTube)		√
Personal Qualities		
Approachable & personable	√	
Motivated & confident	√	
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:

Hours: 21 per week

Salary: £21,693 pro rata

Location: Based in Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.

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

Pension Contribution: 6%

Holiday hours: 21.5 days per annum (includes public holidays)

Probationary period: three months.

Notice period: one month.

Application Process

Please download an application form, complete and return by **Monday 20th April 2020**.

Please note that the interviews may will be **held online using Zoom video** conferencing on **Thursday 30th April 2020** or if we are (Coronavirus permitting) office based again we shall hold them in Brunswick House, 51 Wilson Street, Glasgow.

Please ensure under the section general comments that you clearly describe your experience of accounting and financial management & report writing.

Applications should be emailed to alison@generationsworkingtogether.org **no later than Monday 20th April 2020**.

For further information on the post and project please contact Alison Clyde on 07769629988.