

JOB DESCRIPTION

Post: Finance and Development Officer

Hours: F/T - 35 per week

Salary: £25,927

Closing date: Friday 27th May 2022 at 12noon

Overview

GWT is the nationally [recognised centre of excellence](#) supporting the development and integration of intergenerational work across Scotland. 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 practice 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 practice includes any activities which remove and break down barriers between the generations.

GWT provides a range of [training opportunities](#), a library of resources, organises events including the [Global Intergenerational Week](#) Campaign, facilitates 18 local and four thematic [networks](#) across Scotland and delivers pilot projects. This support encourages 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.

Responsible to: Chief Executive Officer

Responsible for:

1. Administering the finances of GWT
2. Contributing to the implementation of organisational and delivery projects, within the context of the Corporate Plan
3. Providing administrative support to the Board and staff team

Responsibilities:

1. Administer the finances of GWT in accordance with standard accounting procedures, key internal controls, and as required by the Board and by the Office of the Scottish Charity Regulator (OSCR).

This will include activities such as:

- Act as bookkeeper and recording transactions (using Liberty accounts), maintaining financial records, and ensuring that proper financial procedures, safeguards and controls are in place
- Prepare fully accrued end of year accounts in compliance with OSCR and as required by the Board
- Support the treasurer in overseeing the financial health of the organisation and generating regular reports for the Board
- Process purchases and payments on behalf of staff and manage subscriptions to services and software for staff
- In consultation with the CEO, ensure that money received is spent on the purposes for which it was given, and maintain accurate records of ring-fenced funds.
- Support the CEO, produce draft budgets, accounts, and financial statements, within a relevant financial policy framework, as required by the Board
- Manage invoicing and payments, as required
- Liaise with the CEO, GCVS, Peninsula and Bright HR to ensure accurate and effective operation of the payroll

2. Lead on both short- and long-term projects that further the strategic aims of GWT.

This will include activities such as:

- Lead and support the collection, storage and reporting of electronic data
- Support the development and implementation of the annual National Award Scheme as part of GWT's strategic aim to promote, support and increase innovation in intergenerational practice in Scotland
- Support the effective delivery of GWT's annual Intergenerational week, maintaining a database of logos and contacts.

3. Provide administrative support

This will include activities such as:

- Set up new members of staff on platforms used for work and collaboration - shared calendar, email accounts, BrightHR
- Support the effective implementation of GWT's learning and development policies and procedures ensuring that appraisals happen on a regular schedule
- Develop the presence and attractiveness of Generations Working Together as a place to work

Personal Profile

	Essential	Desirable
Job Related Skills		
Relevant accounting/financial qualification and/or the ability to demonstrate appropriate skills and knowledge	√	
Familiarity with external payroll and accounting/financial software or equivalent (Liberty accounts)	√	
Experience and/or knowledge of charity finance (OSCR) and audit experience	√	
The ability to interpret evaluation data and pull into meaningful reports.	√	
Excellent skills for preparing case studies	√	
Experience of working with charities	√	
Familiarity with databases such as Excel, Tableau or Power BI		√
IT and Social Media	√	
Highly computer literate, preferably with a strong working knowledge of Zoom, Microsoft Office in particular Outlook, Word and Excel, Teams and Lists	√	
Experience in using Social Media Platforms (Web sites/Facebook, Twitter/YouTube)	√	
Working knowledge of producing and reviewing content for website	√	
Personal Qualities		
Approachable & personable	√	
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:

Location: A mixture of home and office working

Salary: £25,927

Pension Contribution: 8%

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

Hours of work: 35 per week

Holiday hours: 36 days per annum (includes public holidays)

Probationary period: Six months

Notice period: 8 working weeks after probation

Please note the board of trustees have just agreed to improve staff benefits including an increase in pension from 6 – 8% and an increased number of holidays with length of service.

Interviews will be held on Monday 6th June 2022.