



## JOB DESCRIPTION

**Post: Finance Officer**

**Hours:** P/T - 14hrs per week (Permanent)

**Salary: £25,874 - 26,357 (pro rata) (dependant on experience)**

**Pension Contribution:** 8%

**Holiday hours:** 37 days per annum (includes public holidays and a personal celebration day).

An additional day will be awarded after each year of service up to a maximum of 5.

**Location:** Brunswick House, 51 Wilson Street, Glasgow (will consider hybrid working)

**Closing date:** Sunday 23<sup>rd</sup> April 2023

### 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 and providing support to colleagues working on funding reports.

**Responsible to:** Chief Executive Officer

### Responsible for:

1. Administering and reporting on the finances of GWT
2. Providing support to staff on developing budgets for funding applications

## **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 record transactions (Moving from Liberty to Xero software), maintaining financial records, and ensuring that proper financial procedures, safeguards and controls are in place.
- Liaise with accountant and auditor in the preparation of 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.
- Gathering and processing staff and volunteer expenses forms.
- To undertake monthly bank reconciliations and highlight any anomalies.
- 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 and funders.
- Update standard financial operational procedures.
- Manage invoicing and payments, as required.
- Every month liaise with the CEO to collate hours and advise the payroll bureau (Dataplan).

### **2. Provide support**

This will include activities such as:

- Assist and support staff to prepare budgets for new funding applications.
- Share appropriate finance data with staff for reporting back to funders.
- Work to develop and improve systems and processes in the financial function as required.
- Liaise with Admin Officer regarding late payments, invoicing etc.
- Act as a first point of contact for queries from internal and external finance contacts.
- Aide in the communication and training of financial processes and procedures across GWT.
- Assist and support the treasurer by preparing financial reports for the Board of Trustees

This job description may be amended following discussions with the post holder and with approval from the Chief Executive Officer.

## Personal Profile

	Essential	Desirable
<b>Job Related Skills</b>		
High competence levels in use of spreadsheets and other finance and office software	√	
Knowledge/experience of using financial systems/packages such as Liberty/Xero	√	
Experience and/or knowledge of charity finance (OSCR) and audit experience		√
Experience of working with external payroll		√
Strong organisational skills with the ability to plan and organise work, working to tight deadlines	√	
<b>IT</b>		
Highly computer literate, preferably with a strong working knowledge of Microsoft Office in particular Excel, Teams & Zoom	√	
<b>Personal Qualities</b>		
Approachable & personable	√	
Strong communication and interpersonal skills with the ability to develop relationships and communicate with staff at all levels	√	
Ability to work independently with a high degree of autonomy and deliver within agreed timescales.	√	
<b>Qualifications/Experience</b>		
Demonstrable experience of working in a similar role with a varied financial background including month end procedures and entries such as accruals and prepayments.	√	
A minimum of 2 years' experience of working in finance	√	

## Benefits and conditions

**Holiday hours:** 37 days per annum (includes public holidays and a personal celebration day). An additional day will be awarded after each year of service up to a maximum of 5.

**Full training and professional development:** Annual staff development review to develop skills and knowledge.

**Probationary period:** Six months

**Notice period:** 8 working weeks after probation

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

**Application** forms can be found at [www.generationsworkingtogether.org](http://www.generationsworkingtogether.org)

Applications should be emailed to [alison@gwt.scot](mailto:alison@gwt.scot) by **Sunday 23<sup>rd</sup> April 2023**. **Please note that we reserve the right to bring the closing date forward. We would therefore recommend that you submit your applications as soon as possible.**