



## Job description and Personal Profile

### Post: Finance Officer

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

**FT Salary:** £28274 - £28804 (pro rata) (dependant on experience)

**Location:** Brunswick House, 51 Wilson Street, Glasgow, G1 IUZ

**Flexible working:** Monday – Thursday

**Interview date:** either 23<sup>rd</sup> April (pm) or 27<sup>th</sup> April (am) 2026 (TBC)

### Introduction

This is an exciting time to join Generations Working Together, Scotland's national centre of excellence for intergenerational practice. In 2026, we will be celebrating both [Global Intergenerational Week](#) and hosting the [Global Intergenerational Congress](#) in Glasgow—bringing together ideas, learning, and people from around the world.

By joining our team, you will contribute to a movement that strengthens connections between generations, challenges ageism, and supports communities to create meaningful intergenerational opportunities.

### Background

Intergenerational practice brings together people from different generations intentionally to build meaningful, purposeful relationships. By creating regular opportunities for shared learning, creativity, and collaboration, intergenerational work helps break down barriers, reduce ageism, and strengthen community connections.

Generations Working Together supports this work across Scotland by delivering training, providing resources, running local and thematic networks, and developing pilot projects. We connect practitioners, volunteers, and organisations, helping them share skills, develop ideas, and create community-led solutions. Through this support, we promote trust, respect, and lasting relationships between generations.

### Overview of Post

The Finance Officer plays a central role in ensuring the smooth and efficient financial management of Generations Working Together. This post is responsible for the day-to-day administration of our financial systems, maintaining accurate and up-to-date financial records, and supporting the production of reliable management accounts.

Working closely with the CEO, Treasurer, and wider staff team, the Finance Officer ensures that our financial processes are robust, transparent, and aligned with regulatory requirements. The role also supports colleagues with budgeting for funding applications and financial reporting, helping to ensure strong financial stewardship across the organisation.

**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 (Using Liberty Accounts 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 reconciliations of Bank accounts, Paypal and Stripe 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 (Iris).
- Calculate annual pay awards in consultation with CEO.
- Update cashflow forecast monthly.

- 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.
- Aid 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	√	
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

**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.

**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

**Closing date:** Thursday 16<sup>th</sup> April 2026 at 12noon.

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

Interviews will be carried out on either 23<sup>rd</sup> April (pm) or 27<sup>th</sup> April (am) 2026.

Applications should be emailed to [moira@gwt.scot](mailto:moira@gwt.scot) by Thursday 16<sup>th</sup> April 12 noon. **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.**