

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Senior Finance Officer
Salary:	£28,000-£32,000 per annum
Hours:	35 hours/week
Notice Period:	3 months
Based at:	Glasgow (City Centre)
Reports to:	Business Manager
Direct reports:	None

Job Purpose

- To provide high quality and effective financial support and assistance to the Business Manager, CEO and Programme staff as required. The post holder will be responsible for maintaining financial, accounting and payroll services in accordance with internal procedures, good practice and statutory requirements.
- To monitor and review financial systems and procedures and recommend, devise and implement more effective and efficient procedures.
- To prepare financial reports in liaison with Business Manager, Trust accountants and other staff as required.

Key Responsibilities and Accountabilities

Financial Processing

- Manage and maintain Trust accounting systems and processing of day to day financial information, including purchases, sales, payments and nominal ledgers.
- Process month end.

Financial Systems and Procedures

- Manage and maintain the Trust's tailored SAGE Financial System ensuring that all information is accurate and up-to-date.
- Monitor and review the Trust's financial systems and procedures, implementing improvements in agreement with the Business Manager, to ensure that the Trust has robust financial management and audit systems.
- Ensure the maintenance of systems for effective and efficient payroll administration including PAYE, pension administration and expenses.

Financial Information

- Collate, analyse and prepare information required for the production of accurate and timely internal financial information.
- Work with funding managers to ensure the terms and conditions of funding awards are understood and complied with and provide financial information to support monitoring and reporting of funding awards.
- Assist with the development and delivery of accurate monthly management and project accounts budgets.
- Support the Business Manager, CEO and Programme Directors in preparation of financial information and reports for the Finance Committee, Programme Committees and Board as required.
- Assist with year-end procedures and the Trust's annual audit process.
- In conjunction with the Trust's external accountants, ensure the accurate and timely production of statutory accounts and reporting of funding as per contractual agreements and statutory requirements.

PERSON SPECIFICATION

Education and Experience: Essential

- Educated to a degree level in a relevant field.
- Part or qualified accountant.
- Experience of working in a finance function.

Education and Experience: Desirable

- Experience of working in the voluntary sector.

Key Financial Skills and Competencies: Essential

- Excellent numeracy and financial skills, with the ability to deliver best practice in financial management and produce accurate and timely financial information.
- Reflective and analytical skills, with the ability to find, absorb and summarise complex information, often to tight deadlines.
- Analytical and problem solving skills with the ability to anticipate problems and proactively suggest solutions.
- Systematic attention to detail and accuracy.
- Discretion and respect for confidentiality.
- Project related finance experience.
- Ability to use SAGE financial systems.
- Excellent time management skills with the ability to manage multiple priorities.
- Good interpersonal and written and verbal communication skills.
- Proficient computer literacy, including the ability to use MS office.

Other Skills and Competencies: Essential

- A commitment to professional excellence, learning and continuous improvement.
- Ability to support delivery of the mission and values of the Life Changes Trust.
- Beneficiary/customer focussed, with an understanding of the Trust's beneficiaries or a willingness and ability to develop this.
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions.
- Flexibility and ability to adjust to change.
- An understanding of and commitment to equal opportunities, non-discrimination and accessibility.
- Ability to protect the health and safety of self and colleagues.