



Working with us: Finance Administrator

Job pack – April 2019



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A note from our CEO, Derek Mitchell

“Thank you for your interest in joining the Citizens Advice Scotland team. Our employees play a critical role in helping to make society fairer, and in supporting our network of Citizens Advice Bureaux across Scotland.

We hope this pack will give you the information you need to decide if a role with us is right for you. We rely on each member of the team to bring their own unique skills, experience, views and commitment to our goals – it’s that combination which makes our organisation what it is.

The Citizens Advice network in Scotland provides much-needed advice and information to people of all walks of life, on a huge range of issues. We give a piece of advice every 19 seconds – face to face, online and by phone. The services we and our members provide make a difference in communities across Scotland and the rest of Great Britain, ensuring people are aware of their rights. It’s a powerful thing to be part of.

We look forward to hearing from you if you decide to apply, and to learning more about what you can bring to this role, and to the team.”



Derek Mitchell, CEO
Citizens Advice Scotland



About Citizens Advice Scotland

The Citizens Advice network in Scotland is the largest independent advice service in the country. Citizens Advice Scotland is a charity within this network – we act as a national organisation supporting and representing the service as a whole and the interests of citizens.

At the heart of the network there are 59 individual citizens advice bureau organisations across Scotland, all operating as independent charities in their own right, and generally focusing on providing support directly to clients. Each of these organisations is a member of Citizens Advice Scotland. Also providing significant added value are the national elements of the service run out of Citizens Advice Scotland, such as the Extra Help Unit.

We believe that every citizen should have access to free, impartial and confidential advice that helps them make informed decisions, whenever they need it and however they choose to access it. Whether that's face-to-face, over the phone or online, people know that wherever they see the familiar blue and yellow of our brand, they are guaranteed the same high quality of free, impartial and confidential advice.

Find out more at www.cas.org.uk.

About the role

- > **Job title:** Finance Administrator
- > **Location:** Edinburgh
- > **Hours per week:** 14 hours per week.
- > **Working pattern:** over 2 days or 4 days per week
- > **Type of contract:** Fixed term contract for 1 year
- > **Appointable salary range:** £17,550 - £19,000 per annum (pro-rata), commensurate with experience
- > **Full salary range:** £17,550 - £21,450 per annum (pro-rata)

- > **Closing date:** Tuesday, 7 May 2019, 12pm
- > **Interviews:** Friday, 10 May 2019

About the job

To provide effective administrative support for the Finance team, covering a variety of high volume tasks including the processing of invoices and preparing supplier payment runs.

Employee benefits

Citizens Advice Scotland offers excellent terms and conditions, including a total of 40 days leave (including public holidays) and a pension scheme with an 8% employer contribution. We have a flexitime scheme which enables our employees to work flexibly in line with organisational requirements, and as an inclusive employer we are happy to consider other flexible working arrangements where appropriate. For more details of some of the other benefits on offer to our employees, please see the section on Employee benefits below.

How to apply

To apply for this role, please send completed copies of the **Personal Details Form**, along with your current **CV** to: recruitment@cas.org.uk

In addition, we ask you to provide a **written statement** with examples which demonstrate how you meet the requirements of the post, as set out in the job description and person specification.

Equality & diversity monitoring

To help Citizens Advice Scotland monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form **separate** from your other application documents by emailing it to: equalitymonitoring@cas.org.uk



Job description

- > **Position:** Finance Administrator
- > **Responsible to:** Head of Finance
- > **Line manager responsibility:** No
- > **Budget responsibility:** No

Key responsibilities

- > Process invoices using accounting package to provide accurate record of expenditure and enable suppliers to be paid within creditor's policy
- > Prepare supplier payment runs in line with the schedule
- > Review and clear withheld accounts and aged debtor/creditor accounts
- > Prepare the aged creditors and debtors analysis and reconciliation for review
- > Process transactions, undertake analysis and produce reports using financial and other data for the Finance department actively supporting Accountants in the production of the Management and Annual accounts.
- > Monitor the Finance mailbox and liaise with suppliers in terms of account queries
- > Participate in the year-end audit and accounts preparation
- > Provide administration in relation to Audit and Finance Committee and other meetings (e.g. agenda preparation, paper collation and distribution, minute taking, etc.) so they are run within Citizens Advice Scotland guidelines
- > Ensure paperwork for transactions handled are filed in accordance with team procedures

Accountability and Decision Making

- > The post holder makes decisions related to administrative issues within known boundaries
- > Many tasks have set timescales or deadlines, but the post holder largely manages their own time within parameters
- > Clear processes and procedures generally guide the work
- > Guidance available from Head of Finance as required

Problem solving and Complexity

- > The type and scope of problems encountered may vary on a day-to-day basis, so the post holder must demonstrate flexibility in approach and logical thought processes
- > The post-holder will have to respond to tight deadlines and organise schedules to fit ongoing and emerging tasks
- > The post-holder will have to respond to requests from budget holders for reports on their budgets

The above job description is not exhaustive and is clarified to include broad duties inherent in the post.

Person specification

Knowledge, skills and experience

Essential

- > Experience of working in a busy finance environment working with high volumes
- > Experience of paper and electronic filing systems
- > Ability to plan and prioritise work and to co-ordinate with others to meet tight deadlines
- > Experience of working effectively as part of a small team
- > Experience in using Microsoft Office, particularly Outlook, Excel, Word and Sun Systems
- > Ability to analyse financial data and produce reports
- > Plan and organise work to cope with regular and ad hoc deadlines
- > Excellent communication skills
- > Accurate, methodical, logical, attention to detail
- > Comfortable with change and developing new skills
- > Able to work responsibly with finance data which can be of a confidential nature

Desirable

- > Finance or Business Admin or Systems Admin qualification
- > Experience of working within Finance

Employee benefits

Our people make Citizens Advice Scotland a great place to work and we offer a wide range of benefits to value their contributions. To get an idea of what benefits you receive when working with us, we have listed a few examples below.

Work-life balance



- > **Flexible working and flexitime:** get the flexibility as to how and when you work to suit both your and the organisation's needs.
- > **Generous annual leave:** spend time away from the office to relax and unwind with a total of 40 days leave per year.

Health and wellbeing



- > **Fresh Fruit:** enjoy a weekly array of complimentary fresh fruit in the office.
- > **My Gym Discounts:** join gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities at a discounted rate.

Financial benefits



- > **Pension scheme:** save for your future with an 8% employer and 4% employee contribution.
- > **Capital Credit Union:** access ethical financial services with a credit union membership.

Other benefits



- > **Season ticket loan:** take out an interest-free season ticket loan to save on travelling to and from work
- > **Salary sacrifice schemes:** in addition to Cycle2Work and Childcare Vouchers, sign up to a scheme to purchase everyday technology.
- > **Recognition scheme:** thank and reward your colleagues who have gone the extra mile or delivered a great piece of work.

When joining Citizens Advice Scotland you have access to many other great benefits, all aiming to support the organisation's biggest asset – our people.

www.cas.org.uk



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The Scottish Association of Citizens Advice Bureaux – Citizens Advice Scotland. Scottish charity (SC016637) and company limited by guarantee (89892)