

**Job details**

Job title: Finance Officer

Reporting to: Chief Executive

Location: Home Working, or from one of our 4 Bureau locations

Employer: Citizens Advice Edinburgh, 58 Dundas Street, Edinburgh,

EH3 6QZ

Hours: Part time (21 Hours per week) flexible working available

Salary: £18,000 (£30,000 per annum, pro rata)

Benefits: 15 days annual leave (25 pro rata) and 6 public holidays (10 pro rata) and a 7% employers pension contribution.

**About Citizens Advice Edinburgh**

Citizens Advice Edinburgh has been providing free, independent and impartial advice and support to the people of Edinburgh and its surrounding communities for over 80 years.

Each year, we support over 12,000 individuals, helping them to maximise their income, manage debts, gain access to fair work and appropriate housing and uphold their human rights.

As Finance Officer, you will be joining one of the cities most established and respected charities and play a meaningful role in supporting those in need in your local community.

For a full overview of all our services and current work, please visit our website at: [www.citizensadviceedinburgh.org.uk](http://www.citizensadviceedinburgh.org.uk)

**Job description**

**Summary of Role**

The Finance Officer is responsible for overall management of the finance function across Citizen’s advice Ediburgh. The role involves the preparation of accurate and timely financial information for the Board and Chief Executive, together with delivery of financial procedures to ensure smooth delivery of services and efficient use of resources.

**1. Overall responsibility for finance**

* Ensure that the charity’s funds are used appropriately and in line with the stated charitable aims and objectives.
* Ensure financial procedures are implemented, reviewed, and updated as appropriate.
* Responsible for project and restricted funding being properly accounted for and communicated to funders.
* Management of cash-flow to facilitate ongoing operations.
* Keep appropriate accounting records for audit purposes.
* Lead the finance audit and assist in any other audit processes that may be carried out.

**2. Preparation of accounts and financial information**

* Preparation of monthly management accounts and cash-flow statements.
* Preparation, along with the auditors, of statutory report and accounts.
* Provision of financial information to the Board and Chief Executive to allow informed decision making and proper risk management.
* Preparation of quarterly budget returns to project funders.

**3 Payroll, invoices and pension payments**

* Responsible for ensuring that monthly payroll is processed (via external payroll company) and all staff payments, PAYE and pension contributions paid on time.
* Processing payments to HMRC.
* Payment of invoices and payments to partner organisations, and the proper recording of these through financial accounting software (**Quickbooks**).

**4. Procurement**

* Regularly reviewing expenditure to ensure the most efficient use of charity resources.
* Procurement of cost-effective services, including liaison with suppliers, particularly energy and office supplies.
* Cost-savings implemented where appropriate.

**5. Costing of services**

* Provide accurate costing of CAE services for project funding applications, tenders, and any other grant awards.

**6. Other**

* Implement organisational Equality Policies.
* Any other reasonable tasks as requested by the Chief Executive.

**Person Specification**

Essential criteria

* Relevant experience of financial management.
* Track record of implementation and review of financial procedures.
* Awareness of the funding environment that CAE operates.
* Knowledge of accounting standards and requirements.
* Excellent communication skills, particularly the ability to give clear information to senior decision-makers, and to convey complex financial information to non-finance individuals.
* Ability to establish good relationships with staff, funders and stakeholders.
* Commitment to the values, ethos and principles of Citizens Advice

Desirable Criteria

* Qualified (or part-qualified) accountant or accountant technician.
* Experience and understanding of voluntary sector accounting.