

Finance Assistant

Location: Right There, 15 Dava Street, Glasgow, G51 2JA

Grade: SCP 23-26 (£23,843-£26,164 per annum)

Job Purpose

To provide an effective and efficient service to the finance department and wider organisation by the production of finance management information. The Finance Assistant will work closely with the Finance Officer, Finance team and Managers throughout the organisation to ensure the production of effective financial information and reporting is available at all levels, aligned to the operational and strategic objectives of the Finance Team.

Role and Responsibilities

- Management of and update housing management system
- Management of key accounts and preparation of schedules to improve our overview and control of income and expenditure
- Day to day management of income and expenditure in relation to contracts, funding, fundraising and donations
- Report on trends or variances within income and expenditure
- Responsible for the purchase ledger, sales ledger, and credit control functions
- Maintaining and managing asset and contract registers
- Responsible for monthly bank reconciliations
- Preparation and input of monthly payroll data using Payroll Software
- Collating, extracting and analysing statistical data to assist in production of reports, and KPI data which can be used to inform decision making, at both operational and strategic level
- Support quality assurance by undertaking audit and review of systems and processes, and systems development, to ensure continuous improvement
- Assist in the development and creation of documented policy and processes

- Assist in the development of the Annual Reflection and Improvement Plan, and the ongoing objectives within the plan
- Provide support to the Finance Officer
- Escalation of any queries to the Finance Officer where necessary
- Commitment to ongoing professional development

What we expect from you

Our values make us who we are and define our actions and behaviours every day. We'd expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



What you can expect from us

We value our staff as our greatest asset and will provide the following working conditions:

- The post holder will report to the Finance Officer and through them to the Finance Manager
- Your normal working hours are 35 per week. These hours are usually worked Monday to Friday, and *flexibly between the hours of 8.00am to 6.00pm*, with core hours over the period from 10am to 4pm, *with one-hour unpaid break*. Variations to these hours must be agreed with your line manager.
- Your usual place of work will be 15 Dava Street, Glasgow, G51 2JA. Alternatively, you may also choose to work remotely from your home address.

- Working arrangements must be agreed with your line manager, based on the needs of the service.
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
- All appointments are subject to a minimum of a 12-week probationary period
- You will be automatically enrolled into the People's Pension following successful completion of your probationary period, provided you meet the auto-enrolment criteria
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

Person Specification

Qualifications	Behaviour	Essential Knowledge
Qualifications	<p>Knowledge of the processes and practices that are central to the Finance function</p> <p>Higher Level Maths and English or relevant experience</p>	<p>Relevant recognised finance qualification or willingness to work towards</p> <p>Knowledge of current Finance Legislation and evidence of Continuous Professional Development.</p> <p>Computer literate and competent with Microsoft Office software package, with excellent excel skills</p> <p>Experience of using finance software packages</p>
		<p>Desirable Knowledge</p>
		<p>Awareness of issues surrounding charity sector</p>
Values and Competency	Behaviour	Essential Skills and Experience
<p>Respect- Interpersonal Skills</p>	<p>Demonstrates a professional approach at all times</p> <p>Demonstrates respectful, thoughtful and non-threatening communication</p> <p>Uses initiative and perspective</p> <p>Uses facts and information to support and communicate an opinion</p> <p>Acts as a positive role model and encourages good behaviour through personal example</p> <p>Actively listens and uses the most effective means of communication for the circumstances</p> <p>Shares information with the right people at the right time</p> <p>Show respect for all you come into contact whilst undertaking Right There duties</p>	<p>Demonstrates effective Communication verbally and written</p> <p>Experience of Working Autonomously</p> <p>Experience of determining when appropriate to escalate an issue</p> <p>Demonstrates an ability to respond respectfully and practically in difficult situations</p> <p>Commitment to using coaching influencing skills to support others with decision making.</p> <p>Ability to communicate effectively with people at all levels in a variety of situations</p> <p>Ability to build relationships and trust to develop an understanding of needs.</p>
<p>Integrity- Leadership and Accountability</p>	<p>Maintains commitment and completes undertakings</p> <p>Accepts responsibility for own actions</p> <p>Maintains professional relationships with colleagues, the people we support, community and partner agencies</p>	<p>Experience of effective Workload planning</p> <p>Experience of managing and achieving competing deadlines</p> <p>Experience of responding to changing priorities</p> <p>Demonstrates effective co-ordination of information from a variety of sources</p> <p>Experience of effectively managing a task from start to completion</p>

<p>Compassion- People Focus</p>	<p>Shows compassion and concern for others Takes account of the impact of own decisions on the well-being of the people we support and other staff Respects the need for confidentiality Maintains balanced, professional relationships with others</p>	<p>Demonstrates initiative and plans ahead Ability to interrogate, establish information and use facts to inform and justify decision making</p> <p>Experience of applying resourceful solutions to problems Demonstrates an understanding and consideration of the views, concerns and needs of others when taking action</p>
<p>Aspiration- Developing People and Services</p>	<p>Suggests improvements to existing practices and how they could be made Adopts a positive attitude to changing circumstances Constructively challenges existing practices Demonstrates a desire for personal and professional development through seeking opportunities to develop own skills Seeks feedback about own performance and looks to improve</p>	<p>Working knowledge of the Data Protection Act Experience of collating, processing, presenting and analysing statistical data in a meaningful way</p>
<p>Reflective- Continuous Improvement</p>	<p>Applies learning from previous mistakes and successes Uses own initiative to take preventative action Assesses situations objectively Ensure decisions reflect our values</p>	<p>Experience of working in a generalist Finance environment Initiates action to achieve solutions Experience of following up on matters to achieve an effective outcome Considers the impact of proposed changes/ideas on other people, processes and systems and identifies necessary actions to address. Experience of practicing and supporting others to reflect, learn and develop solutions.</p>