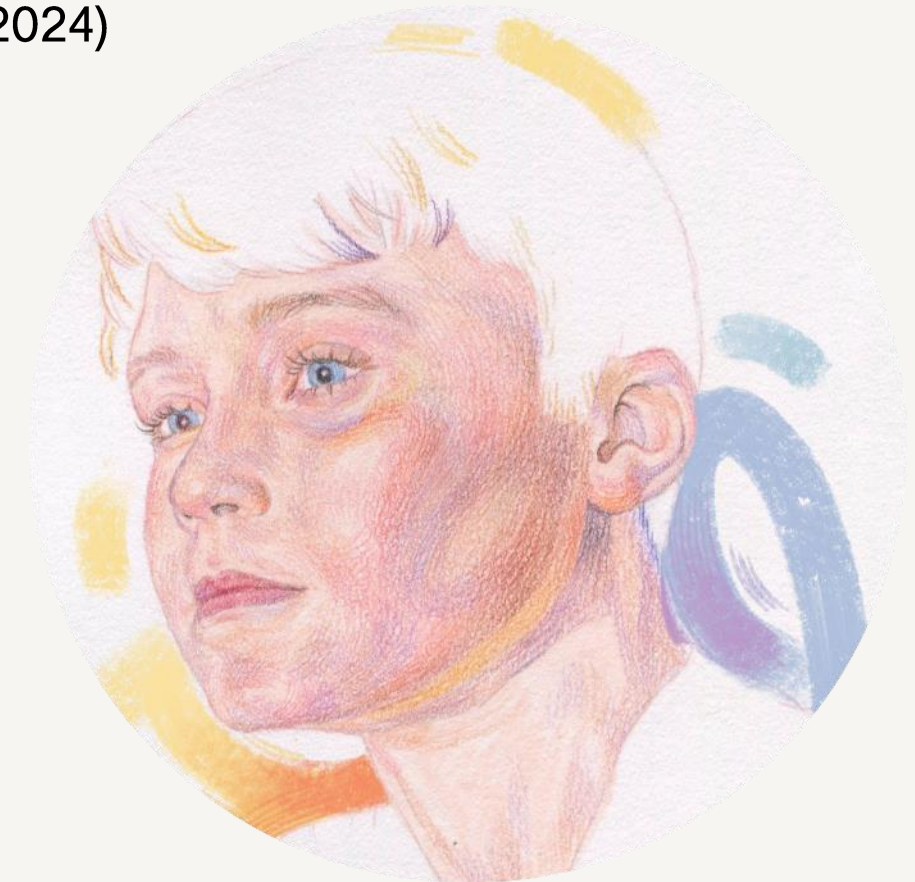


**Right
There**

Job Pack

**Finance Administrator –
Part Time**

(September 2024)



Job Purpose

Finance Administrator

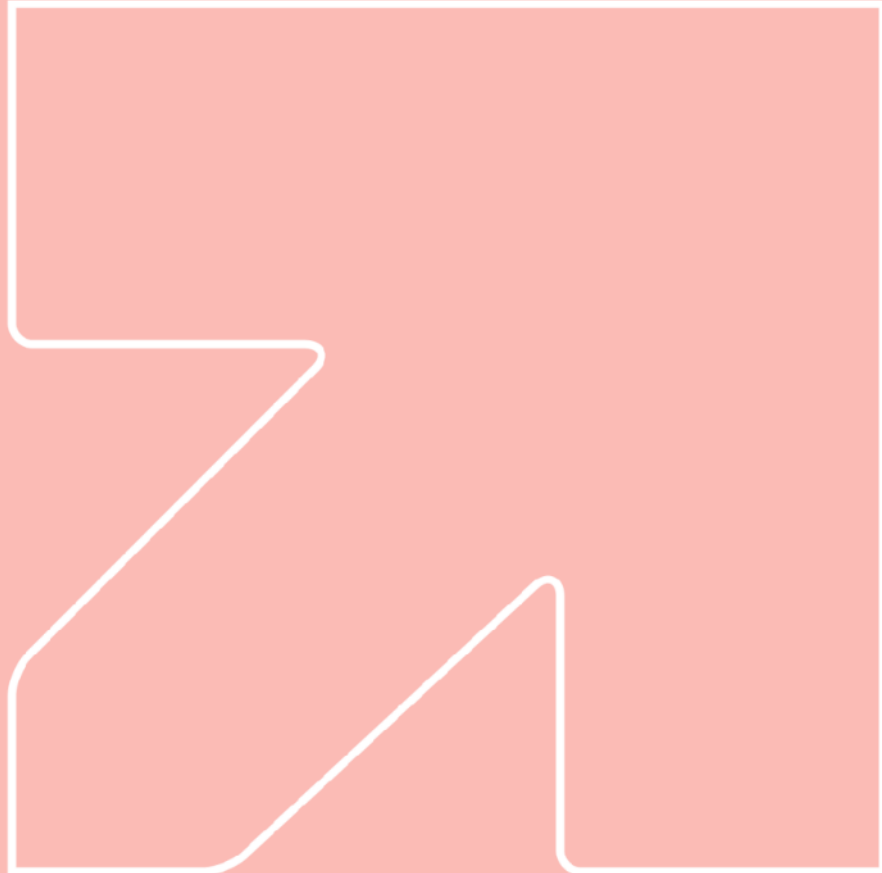


To provide an effective and efficient service to the finance team and wider organisation by the production of daily finance functions and administration.

The Finance Administrator will work closely with the Finance and Short-Term Housing teams, Managers, and staff throughout the organisation to ensure the production of effective financial administration in line with the organisations operational and strategic objectives.

The initial scope of this role will focus on resolving historical utility billing issues, and then will move to establish the utility and business billing administrative support needed within the charity. This will entail processing utility, council tax, and telecom billing, as well as liaising with our programmes to supply accurate data in relation to tenant and property information need for current utility payment processing.

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About Right There

We are Right There, a charity that provides tailored support for people, at home, and in the community. We are here for people who are living with the effects of homelessness, poverty, addiction, or family breakdowns.

Rooted in the hearts of local communities across Scotland, we support people on their journey to creating a safe, supportive place to call home. We help individuals and families affected by homelessness and improve mental health and wellbeing through mentoring and counselling.

We want to challenge stereotypes - it doesn't matter what the situation is - we're not here to judge, only to help. Our approach is about creating trusting relationships and nurturing people's strengths, and our 200 dedicated staff, mentors and volunteers play a crucial role in this.

We are here to offer the right support at the right time, including breaking down financial barriers; accessing the private rental market; linking up with local health, employment and training services to help people make connections within the community; and helping people feel happier, safer, and more confident to take steps to improve their own lives. Every person's story is unique, and everyone's route home is different, so we tailor our response to the individual.

Our community roots as a charity go back 200 years. We believe our work is more important than ever and we are looking to grow our support (no matter how big or small), so we can prevent more people becoming homeless and being separated from the people they love.



Our key areas of focus



For People

Providing counselling, mentoring and tailored family support for those at risk of social inequalities.



At Home

From emergency accommodation to housing support – we provide safe and supportive places to call home.



In The Community

We equip people to live independently and build stronger community connections.



Our Vision

A world where everyone has an equal chance to create a safe and supportive place to call home.

Our Mission

We meet people where they are in life with no judgement; walking alongside those who need support, and preventing them becoming homeless or separated from the people they love.

Roles & Responsibilities

Utilities and Business Billing Administration

- Process premises utilities, telephone, and internet payments
- Process premises council tax, business rates, and general rate payments
- Process void utility payments, liaise with operational teams to verify void periods and meter reads
- Process void council tax payments, liaise with operational teams to verify void periods
- Manage utility accounts and statement
- Monitor the utilities mailbox and ensure it stays up to date

Staff Administrative Support

- Process staff and volunteer expense claims in line with our expenses policy and procedure
- Process and reconcile staff petty cash claims and cash advance requests
- Process and reconcile third party grants and manage grants in escrow
- Process and manage bond claims and rent deposit payments
- Reconcile corporate credit card transactions
- Monitor the finance mailbox and ensure it stays up to date

Roles & Responsibilities cont'd

Purchase Ledger:

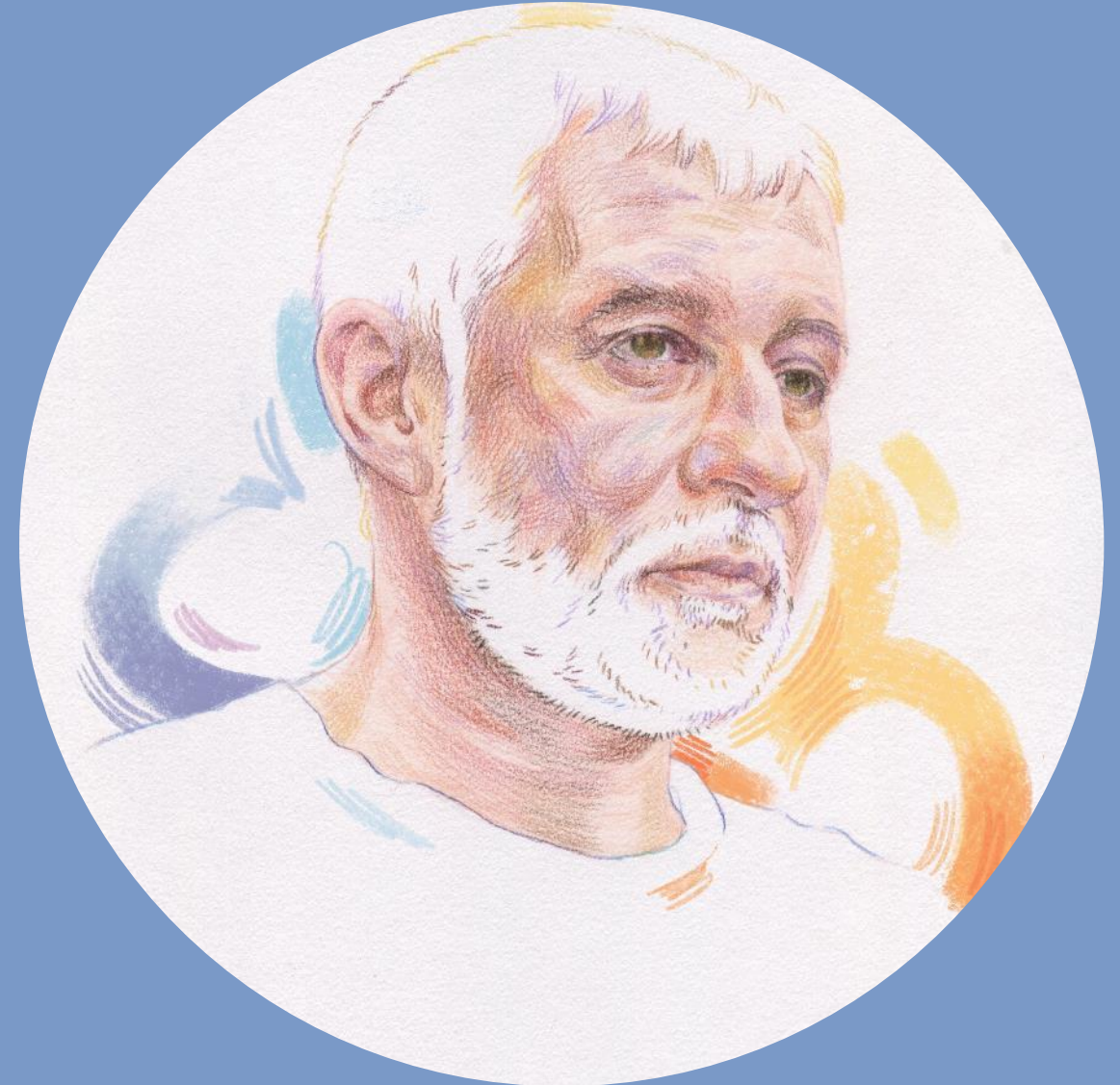
- Process purchase ledger supplier invoices, ensuring accurate coding and invoice information is recorded correctly
- Obtain invoice approval from relevant staff members in line with our financial scheme of delegation
- Reconcile supplier statements and accounts
- Manage aged creditors
- Produce aged creditors report
- Prepare weekly payment runs
- Manage queries and support and escalate disputes with staff and suppliers
- Onboard and maintain suppliers in line with our procurement and supplier onboarding processes
- Ensure purchase ledger input is completed with our month end processes
- Monitor the purchase ledger mailbox and ensure it stays up to date

As required:

- Participate and support systems and IT improvement
- Assist in production of reports
- Assist in the audit
- Assist in development and review of policies and processes
- Assist in the development of the team's Annual Business Plan, and contribute to the ongoing objectives within the plan
- Provide support to finance team and organisation

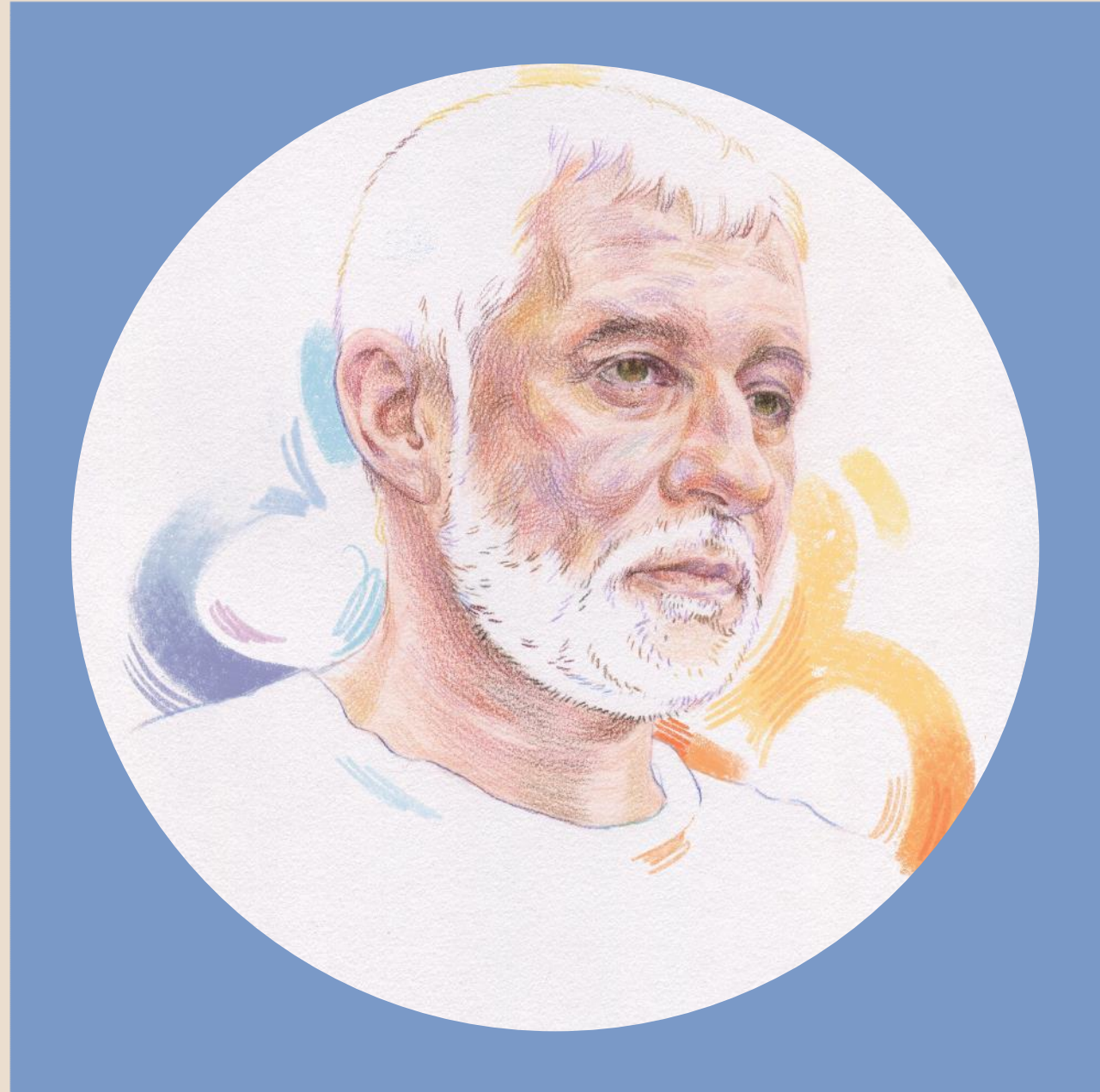
Essential skills and experience

- ✓ Nat 5 or equivalent in Maths and English, Finance qualification or willingness to work towards
- ✓ Experience of working in a generalist Finance environment
- ✓ Knowledge of the processes and practices that are central to the daily finance function
- ✓ Knowledge of current finance legislation and evidence of continuous professional development
- ✓ Computer literate and competent with Microsoft Office software package, with excellent excel skills
- ✓ Experience of using finance software packages
- ✓ Proactive nature with a desire to seek solutions
- ✓ Attention to detail and accuracy of data input
- ✓ The ability to work independent and within the finance team
- ✓ Proactive mindset and escalation of issues when required



Desirable Knowledge

- ✓ Awareness surrounding the charity sector
- ✓ Knowledge of charity finance and reporting, charity governance, and the latest charity accounting regulations and standards
- ✓ Experience using Sage 200



Values

At the heart of Right There is our values. And we are proud to live these every day; to be the best we can be for those involved in our work.

Respect

We treat everyone the same way – with dignity and respect. You'll find no judgement here.

Integrity

We take great pride in having high standards and transparency about our goals and progress as a charity.

Compassion

We understand the importance of empathy, and the power of a shoulder to lean on.

Aspiration

We believe firmly in the goodness in people; their strengths and what makes them unique.

Reflection

We are always learning to be the best we can be.

Role Details

Contract: Full time, permanent, 17.5 hours per week.
Salary: £23,600–25,328 per annum pro- rata
Reporting to: Management Accountant

- Working hours are Monday to Friday – worked 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.
- Your core place of work will be in 15 Dava Street, Glasgow G51 2JA. Alternatively, you may choose to work remotely from your home address where appropriate. 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 in the month that you will complete 3-months of employment, 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.

Our People Benefits



We know how dedicated our people are and we want to help you achieve a good work/life balance – and make it easier to enjoy life's special moments!

That's why we've got a range of enhanced family-friendly and wellbeing benefits to give you some well-deserved perks of being a Right There employee.

Benefits include:

- Hybrid working – work where is best for you and your role
- Enhanced maternity, paternity, adoption, and shared parental leave
- Employee 24-hour counselling and wellbeing services
- 6 weeks annual leave, rising to 8 after a year (plus you can purchase up to 5 more days)
- Life insurance 4x your salary
- Dedicated training and development plans
- Cycle to work scheme

Read more about our benefits by visiting rightthere.org

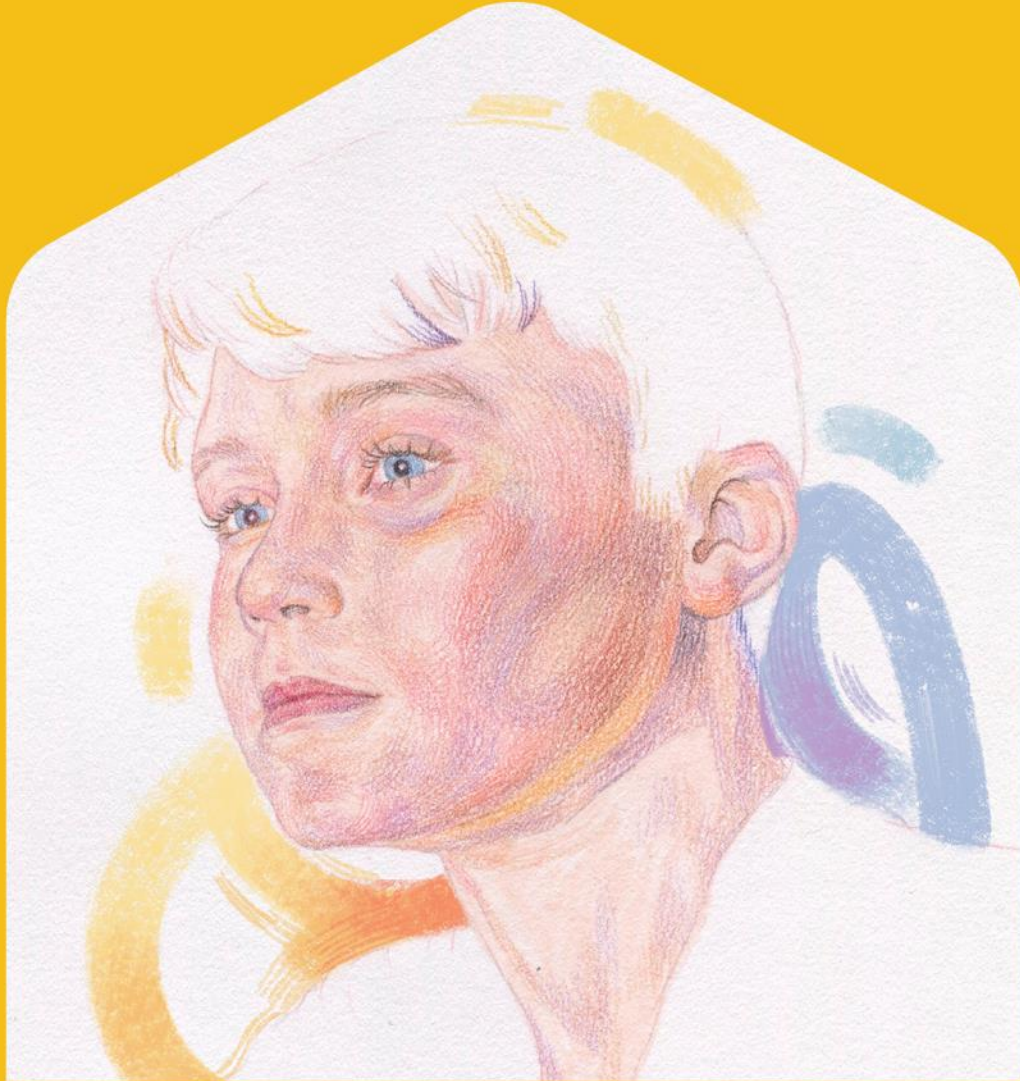
Right There

How to Apply

To apply send your CV and a cover letter outlining why you want to work with us, and how you meet the experience, skills and behaviours expected for this role.

Deadline: 5pm on Tuesday 8th October 2024

Email recruitment@rightthere.org



www.rightthere.org
hello@rightthere.org

Follow us search 'Right There':



Thank you.

**Good luck with your
application.**

**For People.
At Home. In the Community.**