

## **SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION**

**JOB TITLE:** FINANCE OFFICER

**LOCATION:** SCMA Head Office Stirling/Home

**HOURS:** Full time 36 hours per week. Hours to be flexibly arranged to provide for occasional Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No over time payments are possible.

**GRADE:** AP4 pt 27-30

**ACCOUNTABLE TO:** Finance Manager

### **JOB PURPOSE**

The Finance Officer will support the Finance Manager in the development and maintenance of financial and accounting systems, auditing financial records and investigating financial anomalies.

### **KEY RESPONSIBILITIES:**

Work closely with our Finance Manager to assist and co-ordinate the financial support to the organisation in line with the overall finance procedures. To provide effective, efficient and accurate financial management and support to the local and national services including directing duties to other staff.

### **KEY TASKS:**

- Plan, organise and manage own workload to ensure monthly finance functions are achieved.
- Lead on the bookkeeping, financial management and accounting processes for our local and national services.
- Responsible for sales ledger transactions and managing debtors for our local and national services.
- Responsible for purchase ledger transactions including childminder payments for our local and national services.
- Responsible for monitoring, analysing and reporting on all service related income and expenditure.
- Responsible for overseeing the production and allocation of monthly service charges.
- Responsible for preparing, analysing and reporting on the monthly service budget report and cashflows.
- Responsible for supporting the Area Managers and other staff to closely monitor, analyse and report on service budgets and cashflows.
- Responsible for the co-ordination and management of the service-related month end financial processes.
- Responsible for managing the financial reconciliation of our local and national services, analysing the data and producing internal and external reports.
- Responsible for the preparation of budgets, financial reports and proposals as required.
- Responsible for ensuring that the service finance files are kept up to date throughout the year.
- Work with the Finance Manager to ensure all financial and compliance regulations are met.
- Work closely with the Finance Manager to prepare information, data and reports to assist with completing our annual audit.

- Report regularly to the Finance Manager, Area Managers and Finance Team on service related finance matters.

**Organisational requirements:**

- Become an effective member of the Helpline team.
- Meet regularly with your Line Manager for support, supervision, and annual appraisal.
- Read the Health and Safety document and be aware of the health and safety of yourself, your colleagues and visitors to the office.
- Work at all times in a manner consistent with SCMA's policies and procedures.
- Take responsibility for your own personal development and contribute to in the organisation's 'Engaging in Our People' approach.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.

## **PERSON SPECIFICATION**

### **CAREER EXPERIENCE**

#### **Essential**

Proven ability in all aspects of financial management, annual & management accounts, cashflow, reporting, development of budgets and financial decision making.

Previous experience of working at a Finance Officer or similar level.

Proven ability in organising information, prioritising work and forward planning

Experience of the use of computers including Sage Line 50 package or equivalent.

Recording and analysing statistical/financial information

### **QUALIFICATIONS**

#### **Essential**

Consideration will be given to a candidate who has 5+ years' experience or someone who can demonstrate their experience in a similar role

#### **Desirable**

Professional qualification and membership of professional body. Either full or part finance qualified (e.g. CIMA/CIPFA/ACCA/CA AAT or finance degree).

### **KNOWLEDGE**

#### **Essential**

Knowledge and experience of bookkeeping management, systems, processes and policies and use of appropriate software.

#### **Desirable**

Relevant childcare and voluntary sectors networks in Scotland and the UK.

Knowledge of charity sector, Local Authority and Scottish Government funding environment (procurement, contracts, grants, service level agreements).

### **SKILLS**

#### **Essential**

Good financial analysis skills to examine financial consequences of budgets, proposals and plans.

Proficiency with MS Office (Excel, Word, Outlook, etc.) – strong excel skills are essential.

Strong organisational and time management skills.

Good humoured, tactful, and self-reliant.

Excellent communication and interpersonal skills

Ability to keep confidential information.

Ability to work under pressure and to deadlines.

High standard of written and oral communication.

Ability to work on own initiative and as part of a team.

### **PERSONAL CIRCUMSTANCE**

Ability to work flexible hours. There may be an occasional requirement to work on Saturdays or be away from home overnight.