

JOB DESCRIPTION - FINANCE OFFICER

Salary: £28,267 p.a. (pro rata)

14 hours per week (flexible hours available)



INTRODUCTION

Children's Parliament is a Scottish charity with an income from a combination of core funding, projects and consultations of £540,000 p.a. We are a friendly and flexible Edinburgh-based team of 22 looking for a colleague with a strong track record of competent accounting and financial record keeping. The Finance Officer will contribute to the sound management of the organisation by providing specialist skills in dealing with annual budgets and figures for grant applications as well as undertaking day to day processing using QuickBooks, journal preparations, quarterly reporting and annual accounts. Excellent organisation, communication and computer skills are essential. You will be comfortable liaising within the charity and up to and including Management/Director level. You will report to the Office Manager, and work closely with the Finance Sub-Committee. There is the option for hybrid working at home and with occasional travel to our Edinburgh office. We will also consider this role on a self-employed basis.

SPECIFIC AREAS OF WORK

COMPUTERISED BOOKKEEPING & ACCOUNTS

Ensure that all income and expenditure is accurately recorded using Online QuickBooks accounts package and Microsoft Excel

Monthly Bank reconciliation

Prepare Quarterly Budget and Variance analysis

Undertake year-end processes and preparation of accounts for audit

PREPARE BUDGETS & FORECASTS

Assist the Senior Management Team and other staff to compile an annual budget for the organisation as a whole and for individual projects

Monitor expenditure against budgets and report regularly to the Management Team

GRANT APPLICATIONS & FINANCIAL INFORMATION FOR FUNDERS

Assist the management team to prepare financial information required for funding applications to local authority and other funding bodies by providing data and budgets

Contribute to preparation and monitoring of funding applications and awards

FINANCE SUB-COMMITTEE

Attend Finance Sub-Committee meetings to present reports and/or give financial input to their decision-making

Keep the Finance Sub-Committee informed of important developments

SUPERVISION, STAFF MEETINGS & TRAINING

Attend and contribute to staff meetings and one-to-one supervision meetings

The post holder must be willing to attend training

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PERSON SPECIFICATION – FINANCE OFFICER

ESSENTIAL

- Full or part qualified as an accounting technician.
- Experience of working on own initiative in a financial setting.
- At least 2 years' experience of using an accounts package for general bookkeeping, including producing accounts and management reports.
- Experience of presenting finance reports to Management Committee meetings.
- Experience of liaising with accountants and other financial institutions.
- Experience of producing financial reports, budgets and information for funders.
- Commitment to equal opportunities and community ethos.
- Self-motivating and able to prioritise own workload to meet deadlines.

DESIRABLE

- Experience of using QuickBooks
- Experience of the voluntary and charity sector

PERSONAL QUALITIES

- Friendly and approachable personality.
- Flexible and co-operative approach to work.
- Honest and trustworthy.
- Able to work as part of a team.

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Hours:	14 hours per week (40%). We would support flexible working for this post.
Salary:	£28,267 pro rata.
Annual leave:	30 days + 10 days public holiday per year pro rata (so 40% of this entitlement)
Pension:	A contributory pension is in place.
Probation period:	3 months.
Sick pay:	2 months full pay within any 12-month period.
Location:	This post is based at our office in Edinburgh with an option for also working from home.
Duration:	This is a permanent contract.
Reports to:	Office Manager.

Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

About Children's Parliament:

Children's Parliament is Scotland's Centre of Excellence for children's human rights. Our dream is that children grow up in a world of love, happiness and understanding. Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

We work across the domains of home, school and community. Our purpose is to promote understanding of, and commitment to, implementation of the rights of the child. We do this by helping children and

adults learn that rights-based relationships are built on the core idea of human dignity alongside empathy, kindness and trust.

We emphasise that the needs and rights of children are distinct from young people or adults and we remind every individual citizen and public body that children's rights are human rights.

Children's Parliament is part of a wider network of organisations providing for the fulfilment of children's human rights. We aim to seek, build and maintain relevant partnerships in order to achieve our shared goal of improving outcomes for Scotland's children.

We have the following four goals:

1. **Drive place-based change:** We will work with partners in communities to demonstrate a children's human rights approach, supporting partners to effect sustainable change through embedding the UNCRC.
2. **Help shape the future of Scotland:** We will support children to influence national legislation, policy and practice.
3. **Grow public awareness:** We will drive cultural and behavioural change to create a nation that values children and delivers their human rights.
4. **Strengthen our organisation:** We will continue to develop an effective and efficient operating structure in order to deliver our goals.

We will deliver our goals in a manner which embodies our organisational values, which are:

- **Unfeart** – because we speak truth to power and we are prepared to be different.
- **Creative** – because we will find the path we need to make rights real.
- **Kind** – because it allows us to connect and understand the world through others' experiences.
- **Fair** – because we recognise that equity requires each child to have what they need and that this will be different for every child.

For more information about Children's Parliament: www.childrensparliament.org.uk