

Job Description

Job Details

Job Title	Finance & Administration Officer
Location:	Edinburgh
Line Manager:	Co-Director
Manages:	No line management responsibility

Main Purpose of Job

- ✓ To provide a professional finance function to support the strategic objectives of ZT
- ✓ To develop and maintain finance and office procedures to operate as a sustainable charity and responsible employer

Duties and Responsibilities

- Responsible for day to day management of ZT financial systems, records and procedures
- Leads procurement of services and supports the Co-Directors and team with ZT administration
- Leads the process of developing organisational and project budgets working closely with Co-Directors and other team members
- Manages systems for forecasting income and expenditure for different funds, including analysis of variances, and provides regular reports to Co-Directors to enable informed operational decisions
- Produces quarterly management accounts and compiles quarterly Board finance reports
- Works with the Co-Directors and ZT team to develop strategic and operational plans, to ensure that work activity planning is integrated with financial planning
- Flags areas of concern and/or emerging financial risk to Co-Directors and drafts reports to help Co-Directors and the Board to assess financial information, opportunities and risk
- Completes the annual return to the Scottish Charity Regulator (OSCR), and completes other financial and non-financial information as required by regulatory bodies and other organisations
- Provides the financial information in the format required by funders for inclusion in funding bids

and quarterly/annual reports

- Liaises with the external accountant in the preparation of the annual accounts
- Acts as the administrator and main point of contact with ZT banks and card provider and is a co-signatory on the ZT current account
- Monitors and manages donations and ad hoc funding streams (e.g. PayPal Giving Fund) and administration associated with Gift Aid
- Compiles the monthly payroll file, liaises with the external payroll provider, and administers the occupational pension scheme including monthly uploads of contributions
- Proactive in identifying ways of improving ZT financial and office systems and processes, and provides day to day support and guidance to the Co-Directors and other team members regarding finance and administrative activity

Person Specification		
Qualifications	Essential	<ul style="list-style-type: none"> • A qualification in bookkeeping or accounting
	Desirable	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience
Experience/Knowledge	Essential	<ul style="list-style-type: none"> • Sound understanding of office practices and procedures • Practical bookkeeping experience and thorough knowledge and understanding of financial systems including use of financial software • Understanding of budget and forecast management techniques
	Desirable	<ul style="list-style-type: none"> • Experience of finance work within the third sector, reporting to funders, managing multiple income streams and restricted funds • Understanding of violence against women and gender equality • Working knowledge of Xero
Skills and Abilities	Essential	<ul style="list-style-type: none"> • Good written and verbal communication skills with ability to present financial information clearly to a

		<p>range of audiences</p> <ul style="list-style-type: none"> • Excellent numerical skills with good attention to detail • Confidence in liaising on financial matters with external partners • Ability to use own initiative to identify how to improve office processes and to handle information requests • Ability to organise and manage own work to meet deadlines under pressure and work flexibly in response to changing priorities • Skilled user of IT with good working knowledge of MS Office, and advanced user of Excel • Ability to support the rest of the ZT staff team to develop and understand their budgets
<p>Personal Attributes</p>	<p>Essential</p>	<ul style="list-style-type: none"> • Diligent and self-motivated • Strong personal sense of integrity and honesty, with an ethical approach and an understanding of when confidentiality is required • Willingness to adapt to the needs of a small charity • Confident approach to own learning and continuous improvement to maintain professional competency • Actively demonstrates the values, aims and ethos of ZT
<p>Other Information</p>		<ul style="list-style-type: none"> • The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of ZT • It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review