

JOB DESCRIPTION – GRADE 3

Job title

Finance Officer - 28 hours per week (4 days/0.8FTE) flexible

Accountability

The Finance Officer will be managed by the Chief Executive and through her/him be responsible to the Management Board.

EVOC Context

Edinburgh Voluntary Organisations' Council's (EVOC) purpose is to support, promote, develop and represent the Third Sector. We play a key role in supporting pioneering, new and innovative ways of working for Third Sector organisations and community groups that work in Edinburgh. EVOC actively promotes, participates in and contributes to partnership working between the voluntary, public, private and community sectors at a local and national level.

EVOC has set 5 strategic objectives. These objectives will be central to all potential developments, team and individual work plans.

1. Consulting, supporting and representing the Sector
2. Building the capacity of and developing the Sector
3. Developing partnership approaches, principles and practice
4. Providing improved services by supporting and developing our people
5. Being a high quality, effective and developing organisation

Job role

This new role is designed to provide an efficient and effective financial service to EVOC. It includes the maintenance of EVOC's financial records and preparation of financial statements for EVOC's senior management team. Additionally, for one day per week the post will provide a service to prepare the accounts of external charities and/or Independently Examine these accounts.

Main responsibilities

- Purchase & Sales Ledger processing
- Bank Reconciliations
- Managing Accounts Payable process
- Dealing with Funders & Suppliers to resolve queries
- Month-end control account reconciliations
- Maintenance of charity contracts and core grant funding
- Preparation and independent examination of third party charity accounts
- Processing staff expenses
- Taking ownership of processes and striving to keep an organised environment
- Ad-hoc duties as assigned by management

Skills and knowledge

- Strong work ethic, attention to detail and the willingness to take accountability
- Confidence and strong interpersonal skills
- First class communication skill both written and verbal
- IT literacy – excel and word processing
- Experience of SAGE Line50 or other similar accounting software
- Relevant qualification or willingness to study to prepare charity accounts (below £500k) and provide an independent examination service
- Evidence of a positive, proactive and flexible approach

Posts at EVOC are graded within a Competency Framework (attached/ enclosed) which outlines the degree to which each of the above skills will be applied at the workplace and in the field. This Framework gives context to the role, the level of responsibility, behaviours and project delivery methodology for successful project outcomes.