



Finance Assistant, Glasgow

21 hours per week

£16,975 (point 13 on the scale 13 - 17)

20 days holiday in the first year rising to 30 days thereafter; 12 public holidays per annum

5% employer pension contribution from 3 months' service

Allowances, entitlements and salary are pro-rata

Early Years Scotland is the leading national organisation that invests in our youngest children pre-birth to 5. We deliver and support high quality Early Learning and Childcare for children and families across Scotland. We take a two generation approach to early intervention and prevention and strive to support Early Learning and Childcare settings, families and communities to achieve the very best possible start for Scotland's children.

This is the ideal time to join us as our horizons are rapidly broadening in a phase of expansion bringing unprecedented opportunities and we are currently looking for an enthusiastic and experienced **Finance Assistant** to join our lively finance team based at the Early Years Scotland Main Office in Glasgow. You will be a first class communicator who is confident working independently while being comfortable, eager and willing in a team context.

What skills does the post require?

You will be a highly numerate person with an eye for detail who is comfortable and experienced in book-keeping and financial recording procedures.

Duties will include:

- Purchase and Sales ledger
- Processing all income and expenditure through Sage Accounts in line with company processes
- Cash handling, banking and petty cash
- Working as an integral member of the Finance Team
- Back up and occasional processing of payroll

You will bring:

- Competent bookkeeping knowledge, experience and expertise
- Experience using Sage 50 Accounts, or similar, and accessing helpline support
- An understanding and reasonable experience of payroll processes
- Experience using internet banking
- Cash handling, banking and petty cash procedures
- A commitment to the highest standards of reliability, honesty and confidentiality

Qualifications

Although there is no requirement for a specific qualification, any relevant, recognised qualifications will be valued.

Closing date for applications: 5 July 2017

Interviews expected to take place: 13 July 2017

Application Packs and full post information can be found at our website using this [link](#). Please **do not send CVs** as only completed EYS application forms will be considered. For more information or queries, please telephone 0141 221 4148.

REMIT FOR FINANCE ASSISTANT

The Finance Assistant will undertake the general financial work of Early Years Scotland and will have responsibility for:

- providing effective financial transactional processing
- any other duties as required

The Finance Assistant will promote and adhere to the values, philosophy and policies of Early Years Scotland at all times.

ACCOUNTABILITY

The Finance Assistant is accountable to the Board of Directors through the Chief Executive and is line managed by the Finance Co-ordinator.

PRINCIPAL RESPONSIBILITIES

1. Undertake general financial work of Early Years Scotland by:

- carrying out all book-keeping activities
- preparing and processing authorised payment of invoices and expense claims
- recording and banking cheques and cash transactions
- recording all financial transactions
- ensuring Purchase Order system is properly applied
- completing monthly bank reconciliations
- supporting payroll and pension administration for staff
- filing documents relating to finance
- ensuring all payments and records for sales are processed
- assisting with the preparation of the Annual Audit as required
- carrying out any other financial work as delegated by the Finance Co-ordinator

WORKING RELATIONSHIPS

The Finance Assistant will:

- meet regularly with the line manager on all matters relating to the finance function
- liaise with relevant members of staff regarding financial matters
- liaise with relevant member of staff regarding sales and the maintenance of the publications stock level
- work as part of the finance team as required
- attend staff meetings and general meetings as required

TRAINING & DEVELOPMENT

The Finance Assistant will be given the opportunity to develop interests within the limits of time and resources available and in accordance with furthering the aims of Early Years Scotland.

CORE COMPETENCIES

The competencies have been described under three headings: knowledge and understanding, skills and abilities and values and personal commitment. They are inherently linked to each other and the interrelationship among the three is core to leading you to take appropriate professional action during the course of your work with Early Years Scotland.

Knowledge and Understanding of:

- double entry bookkeeping and universal financial requirements and procedures
- monitoring the organisation's financial health to ensure challenges are identified and planned for in advance
- organisational needs, values and priorities
- the different contributions of other staff and the need to work in support of and with colleagues from across the organisation
- cyclical requirements in relation to finance
- Early Years Scotland policies and procedures governing working practice and performance

Skills and Capabilities

- able to organise workload to cope with conflicting priorities and deadlines
- communicate effectively in writing and verbally
- possess excellent IT skills
- able to work as part of a team, including with auditors
- monitor and assess own performance in line with organisational priorities
- have excellent financial and accounting skills
- demonstrate effective interpersonal and communication skills, internally and externally
- have a minimum of two years' experience of financial administration
- while no specific qualification is required, any relevant, recognised qualification will be valued

Values and Personal Commitment

- show commitment to the values of Early Years Scotland and promote its role and contribution to the early years sector
- contribute to, influence and respond to changes in Early Years Scotland
- share knowledge and information to benefit the organisation
- value yourself by taking responsibility for your own professional learning and development
- show a commitment to self evaluation and self development as a means of enhancing working practice and broadening expertise
- value and respect the contribution of others and welcome constructive feedback
- show commitment to achieving high standards and objectives in all areas of work
- demonstrate flexibility, initiative and self-reliance
- respect and adhere to the highest standards of confidentiality
- demonstrate good time keeping
- observe appropriate dress code in line with your role