
Job Title:	Finance Team Leader
Reports To:	Finance Manager
Salary:	G4 £31,451
Hours:	36 hours
Contract:	Permanent

Overall Job Purpose

This is a key development opportunity for a finance professional. Reporting to the Finance Manager, the role will assist senior staff in the daily management of the Finance Department, produce and develop financial reports and monitor delivery. The role is responsible for the supervision and development of the Finance Administrator.

Key Responsibilities:

Financial Procedures and Systems

- Production of AMIF (Asylum Migration and Integration Fund) quarterly reporting of funding as per contractual agreements and AMIF guidelines. As SRC are the lead partner, this includes liaising with the other partners to ensure all information required is received and retained by SRC.
- Assist in the preparation, development and delivery of accurate monthly management accounts for managers, Senior Management Team (SMT), Board of Trustees and funders.
- Prepare material required for the production of accurate and timely internal financial information.
- Maintenance of monthly control account reconciliations.
- Administer supplier payments when required.
- To assist Senior Finance Staff to monitor expenditure against approved budgets and identify any significant variances to managers.
- Maximise the use of ICT in financial systems and procedures.
- Assist and administer the accounting systems and processing of the day to day financial information including purchase, sales and nominal ledgers.
- Provide advice and guidance on financial procedures to colleagues.
- Provide reports for senior staff and management

Payroll Administration

- To assist and support the finance and HR function in the management and maintenance of systems for effective and efficient salary administration including PAYE, pension administration and expenses.
- To assist and support the finance and HR functions on ensuring timely and accurate payroll information is provided to the external payroll provider and the payroll reports correctly reflect the monthly payroll for payment.

Management and supervision

- Manage, motivate and provide support to the Finance Administrator, and volunteers, including holding monthly catch -ups and quarterly supervision meetings, annual appraisals and staff development.
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.
- Manage, motivate, train and develop staff and volunteers.
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.
- Ensure staff and volunteers have the information and skills to deliver a quality service.

Other Duties

- Contribute to the development and delivery of the Finance and Resources department's operational plan.
- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation.
- Provide training and induction for other members of staff as required.
- Provide cover and support for other members of Resources department as required.
- Undertake any other duties as reasonably requested by the Finance Manager commensurate with the capabilities and duties associated with the post.
- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures

About you:

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Qualified or Part Qualified Accountant (Actively studying) – ACCA/CIMA/ACA 	Desire to progress a career in the Charity sector
Job experience and skills	<ul style="list-style-type: none"> • Demonstrable experience of dealing with managers and budget holders at all level to resolve and assist in their understanding of financial matters • Experience of Sage financial system or similar • Ability to produce financial information to deadlines • Good presentation skills using excel or similar • Good knowledge of book keeping • Experience of managing and planning projects • Good communication skills both written and verbal • Excellent IT skills • Excellent competence in the use of spreadsheets • Report writing skills • Ability to explain financial reports to those with no prior financial training 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Salary Administration • Experience of developing ICT solutions for financial procedures and systems • Experience of supervising and supporting staff and volunteers
Personal qualities	<ul style="list-style-type: none"> • Excellent time management skills with the ability to manage multiple priorities • Excellent interpersonal skills • The ability to work effectively with colleagues at all levels in a high-pressure environment • Ability to work in a rapidly changing environment 	

Person Specification – Finance Team Leader

	<ul style="list-style-type: none"> • Able to work well on own initiative and as part of a team • Understanding of the need for confidentiality • Excellent attention to detail • Able to project a smart and professional image • A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities 	
--	--	--

About us:

Scottish Refugee Council is Scotland’s national refugee charity. We provide direct support and advice to people rebuilding their lives in Scotland. We stand up for people’s rights and campaign for a fairer and more humane asylum system and enhanced integration for communities in Scotland. Our vision is for a Scotland in which all people seeking refugee protection are welcome. A place where men, women and children are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Together, we can build a better future with refugees in Scotland. Find out more at www.scottishrefugeecouncil.org.uk