
Job Title:	Assistant Finance Manager
Reports To:	Finance Manager
Salary:	G4 - Up to £37,635
Hours:	36 hours
Contract:	Permanent
Location:	Glasgow, Hybrid

Overall Job Purpose

This is an exciting opportunity for an emerging leader within the finance space to make significant impact and play a key role within a value-focused organisation.

This emerging leader position has the opportunity to develop the right candidate through various training and development opportunities whilst also supporting the vital work of the *Scottish Refugee Council*.

The position plays a key role in supporting the Finance Department and organisation through a period of growth in the scope and scale of the work, in response to humanitarian crises and the external demands they face as the lead Scottish agency for refugees in a fast-changing policy landscape.

Reporting to the Finance Manager, the postholder 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.

Amongst this, the role seeks skills of emerging leadership such as a desire to nurture and develop existing financial abilities, learning and improvement, effective communication, and the ability to inspire and motivate others you work with will be key strengths of the ideal candidate.

Equally, you will be vision orientated but also adaptable and resilient in the face of challenges, which allows you to navigate complex situations with ease.

Key Responsibilities:

Financial Procedures and Systems

- Preparation, development, and delivery of accurate monthly management accounts for managers, working to support teams across the organisation.
- Assist Senior Finance Staff to monitor expenditure against approved budgets and identify any significant variances to managers.
- Assist in preparing quarterly financial reports to Senior Management Team (SMT), Board of Trustees and funders.
- Development of annual budgets.
- Prepare material required for the production of accurate and timely internal financial information.
- Maintenance of monthly control account reconciliations.
- Administer supplier payments when required.
- 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 and development to the Finance Administrator, and volunteers, including holding regular catch – ups, quarterly supervision meetings, annual appraisals and staff development.
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.

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.

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- 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) – <i>ACCA/CIMA/ACA</i> 	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 levels 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 	
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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 can achieve their full potential. Together, we can build a better future with refugees in Scotland. Find out more at www.scottishrefugeecouncil.org.uk

Employee benefits package

This role is a unique opportunity to develop your career with Scotland’s leading agencies for refugee support. Alongside the salary, the Scottish Refugee Council offer the following:

- 39 days of leave (Including public holiday)
- Enhanced pension scheme of up to 9.6% contribution
- Cycle to work scheme.
- Eye care scheme
- Flexible working options
- Coaching and counselling service
- Death in service benefit
- Training and development opportunities
- Other enhanced pay benefits