

Job Title: Finance Assistant
Reports To: Assistant Finance Manager

Overall Job Purpose

This is an exciting opportunity for a Finance Assistant to make a significant impact and play a key role within a value-focused organisation.

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.

The successful candidate will have a proactive mindset, ability to self-motivate and work independently, and their contributions will make a positive impact to the organisation. Ideally, you will be coming from a background where you have experience working within a Finance Department. This role will be providing day-to-day support for the Finance Department, as well as the wider organisation. There is also an opportunity to be involved in small projects to streamline and improve processes.

Key Responsibilities:

Financial Procedures and Systems

- Maintain accurate financial records on a day to day basis on the accounting systems including purchase, sales and general ledgers.
- Processing BACS payments to suppliers and internal staff.
- Posting bank transactions daily, as well as weekly bank reconciliations.
- Process petty cash requests on a daily basis, as required, as well as weekly reconciliation of petty cash.
- Liaise with all teams within the organisation to ensure the Scottish Refugee Council financial procedures are followed.
- Assist the Assistant Finance Manager with compilation of records and backup documentation as required by funders and the auditors.
- Assist with the preparation of the annual accounts and year end audit, as required.
- Assist with the preparation of information for monthly management accounts.
- Support volunteers within the Finance Department, as required.

Other Duties

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- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation.
 - Participate in and contribute to organisational/team meetings as required.
 - Provide reports for management as required.
 - Undertake any other duties as reasonably requested by the Assistant Finance Manager, to support the Finance and Corporate Services Team, as well as the wider organisation.
 - 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"> • Demonstratable experience of working within a finance department. 	<ul style="list-style-type: none"> • Good passes at National 5/Higher or equivalent, including Maths or Accounting. • HNC in Accountancy or Business Administration.
Job experience and skills	<ul style="list-style-type: none"> • Maintaining financial records on a day to day basis on computerised accounting systems, including purchase, sales and general ledgers • Processing payments • Knowledge of project accounting/departments • Good knowledge of financial procedures • Numerate • Logical • Good communication skills, including both written and verbal communication • Good ICT skills including MS Word and Excel • Good report writing skills 	<ul style="list-style-type: none"> • Experience with Sage Accounts 50.
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 	

	<ul style="list-style-type: none">• Ability to work in a rapidly changing environment• Able to work well on own initiative and as part of a team• Understanding of the need for confidentiality• Excellent attention to detail• 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 an independent charity dedicated to supporting people in need of refugee protection. Our vision is for a Scotland where people are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Find out more about our vision and aims:

<https://www.scottishrefugeecouncil.org.uk/about/vision-aims/>