



## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance and Administration Officer</b>
<b>Department/Service</b>	<b>Scotland's Housing Network (SHN)</b>
<b>Line Manager</b>	<b>Chief Executive</b>
<b>Direct Reports</b>	<b>N/A</b>

<b>Job Purpose</b>
To provide a full range of bookkeeping services for Scotland's Housing Network, ensuring that financial and administrative functions are delivered efficiently and to a high standard. To carry out a range of administrative duties including minute taking and action monitoring for the Board of Directors and team meetings. To provide general support to the Chief Executive and the organisation as a whole.

<b>Key Responsibilities</b>
<p><b>Bookkeeping and Finance</b></p> <ul style="list-style-type: none"> <li>• Record all financial transactions in Sage</li> <li>• Keep customer and supplier records up-to-date using SAGE software.</li> <li>• Process income and expenditure transactions within SAGE in a timely manner.</li> <li>• Reconcile the bank account each month.</li> <li>• Make payments to external suppliers timeously</li> <li>• Issue invoices for all SHN and other services as required using SAGE software.</li> <li>• Conduct effective credit control.</li> <li>• Maintain effective communication with members and other customers about financial matters</li> <li>• Prepare and submit the VAT return quarterly.</li> <li>• Produce budget update reports using SAGE software monthly and as requested.</li> <li>• Support the Chief Executive prepare for year-end accounting, including liaison with external accountants.</li> <li>• Prepare payroll and ensure timely payment of salaries and associated deductions.</li> <li>• Manage salary and other staff related costs within SAGE.</li> <li>• Ensure prompt payment of all HMRC payments.</li> <li>• Liaise with external audit during the course of the audit of financial statement.</li> <li>• Using SAGE preparing management accounting reports for the Chief Executive.</li> <li>• Source and purchase ad-hoc equipment and supplies.</li> </ul>
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Attend SHN Board meeting and accurately prepare a minute following each meeting and distribute accordingly.</li> <li>• Monitor and manage post-meeting actions.</li> <li>• Distribute Board papers as guided by the Chief Executive</li> <li>• Keep a record of Board member attendance.</li> </ul>

- Support the Chief Executive to ensure that company records are up-to-date and accurate.
- Support the Chief Executive to organise the AGM and associated Annual Gathering, including venue and catering organisation and guest speaker arrangements.

### Team Meetings

- Organise suitable dates and venue booking.
- Accurately prepare the minute and related action monitoring following each meeting.
- Where required, organise travel bookings for staff members.
- 

### Human Resources and Business Data Handling

- Update and validate pension deductions using online portal.
- Maintain accurate records of annual leave, sick leave and travel expenses claimed.
- Maintain accurate membership records and data.
- Produce membership and business management reports, as required by the Chief Executive.

### General Duties

- To actively work in a member-first approach.
- To act as an ambassador for SHN and take opportunities to always promote SHN in a positive way.
- To assist the Chief Executive in providing support to the Network and its member organisations

### Person Specification

	Essential	Desirable
<b>Formal Qualifications</b>		
Bookkeeping or entry level accounting qualification.		<input checked="" type="checkbox"/>
<b>Skills and Knowledge</b>		
<b>Demonstrable experience in using SAGE (or equivalent accounting software)</b>	<input checked="" type="checkbox"/>	
Proficient user of MS Office products.	<input checked="" type="checkbox"/>	
Excellent communication skills including verbal and written skills.	<input checked="" type="checkbox"/>	
Excellent organisation skills and be self-motivated, especially when working from home.	<input checked="" type="checkbox"/>	
Knowledge of the Scottish Charity regulations		<input checked="" type="checkbox"/>
Excellent time-management skills	<input checked="" type="checkbox"/>	
<b>Experience Required</b>		
<b>Demonstrable experience in providing bookkeeping services, including invoicing and maintaining financial records using SAGE or other accounting software.</b>	<input checked="" type="checkbox"/>	
Experience of handling confidential data.	<input checked="" type="checkbox"/>	
Experience of producing high quality minutes of meetings.		<input checked="" type="checkbox"/>
Experience in analysing qualitative and quantitative data to produce management reports.		<input checked="" type="checkbox"/>

<b>Pay Grade</b>	<b>Grade 6: £25,668 to £28,235 (pro-rata £12,467 to £13,714)</b>
<b>Weekly Hours</b>	<b>17 (can be worked flexibly)</b>
<b>Workplace</b>	<b>Homebased, with an expectation that you will attend meetings within the central belt of Scotland (usually Edinburgh and Glasgow).</b>

<b>Special Considerations</b>	We are a membership organisation and expect all staff to work with a member-first approach.
-------------------------------	---