**Job Description**

**Purpose of the Finance Officer Role**

**Finance Officer**

**Hours per week:** 35 hours per week –Mon – Fri

**Contract:** 12-months

**Location:** includem Head Office, Glasgow - *blended office-based/working from home.*

**Reports to:** Finance Manager

**Line Management Responsibility:** N/A

The Finance Officer will support the charity by delivering an effective and efficient finance function. You will ensure that required information is produced accurately in a timeous fashion with impeccable attention to detail.

This is not a segmented role, and you will have exposure to the full finance function operations – from transactional processing and reconciliations, to assisting with the preparation of Management and Statutory Accounts and audit cycle.

**Key Activities & Tasks**

* Liaising with internal and external stakeholders
* Manage Purchase Ledger
* Monthly payroll for circa 160 employees
* Weekly expenses
* Manage Sales Ledger
* Budget preparation
* Bank reconciliations
* Actual v budget variance analysis
* Assisting with preparation of Management and Statutory Accounts and audit thereon
* Keeping up to date with industry, regulatory and legislative requirements
* Collating information for reporting for Finance Committee papers quarterly
* Attending appropriate training & events
* Commitment to includem’s mission and principles
* Ad hoc tasks in-line with maximising performance of the finance function and wider organisation

**Person Specification – Behaviours & Competencies**

* You will be educated to SCQF Level 7 or, have relevant skills and experience in a similar role
* Experience of working in the not-for-profit sector (preferred but not essential)
* Demonstrate ability to work at the highest levels of confidentiality and discretion
* Ability and desire to work in a collaborative manner with stakeholders at all levels
* You will have impeccable attention to detail and understand the requirement to work in-line with internal policies and legal/regulatory rules
* Strong influencing and communication skills
* An analytical approach - able to produce clear, meaningful reports
* Strong administration skills
* Flexible and adaptable with ability to self-manage, be organised and work on own initiative
* Confident and practised in the use of online applications – Outlook, excel, word, powerpoint, SAGE
* Desire and ability to work with IT systems you may not have encountered before
* Results orientated and committed to high personal standards with the desire to achieve and commit to CPD