

## **JOB VACANCY APRIL 2019 FINANCE AND OFFICE MANAGER**

### **Job description, person specification and conditions of service**

To apply for this position, please complete the application form (available for download from <http://www.elgt.org.uk/> or by email/post by contacting Jenni Green on 0131 445 4025 or [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk))

The deadline for applications is **12noon on Wednesday 1 May**  
Interviews will be held on **Thursday 9 May** at ELGT's offices at Swanston.

#### **ABOUT US:**

Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces and engage communities with those greenspaces. We deliver a wide range of greenspace improvement projects, including the creation and improvement of community gardens, biodiversity, parks, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.

We work with communities to get them involved in greenspace projects through environmental education, conservation volunteering, therapeutic and physical activity activities in environmental settings, training and skills development. We work with landowners, local authorities, community groups, young people, schools, other charitable organisations, housing associations and all our projects are carried out in partnership with other organisations. Our services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, delivering programmes of activities addressing inequalities, project management and evaluation.

The Trust is a small and friendly organisation led by its Trustees - the Board of Directors made up of representatives from local authorities and key stakeholders. The Chief Executive, supported by a committed staff team of around 12 employees, is responsible for delivering the Trust's key aims and objectives and the day-to-day management of the organisation including ensuring its continued operation.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance &amp; Office Manager</b>
<b>Location:</b>	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	No staff
<b>Hours:</b>	30 hours per week
<b>Salary:</b>	£28,000 (pro rata) + 8% pension contribution
<b>Closing date:</b>	12noon on Wednesday 1 May

### Role:

- To assist the Chief Executive in the smooth and efficient operation of the Trust
- To have responsibility for the efficient management of the accounting functions and delivery of all aspects of administration
- To ensure that the office is run cost-effectively in compliance with legal obligations and in a staff-friendly manner

### Main duties and responsibilities:

- Manage and maintain the Trust's financial and accounting functions, including close liaison with the Trust's accountants and auditors, HMRC, bank, payroll bureau, pension provider, suppliers and clients. Carry out all bookkeeping and financial administration functions using Quickbooks Online, including procurement and purchasing activity, invoicing and credit control, petty cash, banking and VAT returns.
- Produce accurate monthly management accounts, cash flow forecasts, ad-hoc reports, and prepare year-end financial accounts in cooperation with the Trust's accountants and auditors.
- Develop and administrate the Trust's MS Access based project management system using the data to produce accurate reports.
- Ensure that all financial systems operate in compliance with statutory requirements and that appropriate financial control procedures are in place and are adhered to by staff in order to minimise financial risks. Take a pro-active role in developing and improving the financial accounting systems and work with the chief executive and other senior staff to integrate the procedures and operations of the fundraising and project functions with those of financial administration.

- Supervise the office IT and telecoms networks, arrange procurement of new IT and telecoms equipment, liaise with the Trust's IT support provider and ensure that the IT and telecoms systems run efficiently. Provide ad-hoc IT support as necessary to colleagues on a day to day basis.
- Manage and maintain the office infrastructure and equipment; liaise with the landlord, negotiate with utility suppliers, arrange necessary repairs and regular testing for electrical equipment and fire and security alarm systems. Order equipment and other items as needed, liaise with contractors and suppliers and monitor delivery and installation.
- Provide PA support to the Chief Executive and administrative support for board of trustees and staff meetings, including making necessary arrangements, drafting agendas, co-ordinating all papers, ensuring that they are prepared and distributed on schedule and taking and producing meeting minutes.
- Review, develop and maintain office systems and procedures to ensure the efficient working of the office and administrative procedures to ensure they are maintained and adhered to by all staff and volunteers.
- Assist the Trust's Health & Safety coordinator and external advisor to review and update health and safety policies, carry out office risk assessments and ensure that all health and safety procedures are adhered to by staff and volunteers.
- Work with the Chief Executive to develop and maintain human resources policies, ensuring that they are legally compliant and supportive of staff and volunteers and are implemented across the organisation. Develop and manage staff and volunteer recruitment, appraisals and disciplinary procedures and maintain accurate employee personnel records.
- Develop and maintain a logical and easily accessible system to manage the Trust's data and records, both electronically and as paper files.
- General administrative duties appropriate to the post

## PERSON SPECIFICATION – FINANCE & OFFICE MANAGER

	Essential	Desirable
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Qualification in a relevant discipline such as Accountancy, Finance or Business Management OR demonstrable experience equivalent.</li> <li>• Broad knowledge of office management and administration practices gained from significant practical and related work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in office management</li> <li>• Relevant qualification in bookkeeping/accounting</li> <li>• Relevant qualifications in HR</li> <li>• Relevant qualification in Health &amp; Safety</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable track record of managing a modern office environment and an ability to successfully manage and maintain all areas of responsibility, including finance, HR, IT and general administration.</li> <li>• Proven experience of working within a finance role at a similar level.</li> <li>• Experience of using spreadsheets or databases to track and report on complex numerical data.</li> <li>• Knowledge of VAT process.</li> <li>• Working knowledge of accounting software such as QuickBooks.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within the voluntary sector.</li> <li>• Working within a similar sized busy office.</li> <li>• Experience of designing/maintaining Access databases.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Strong IT skills with considerable experience of Microsoft Office, especially Excel, Word and Access.</li> <li>• Confident and courteous manner.</li> <li>• Proactive self-starter with excellent time management skills and the ability to multitask.</li> <li>• Approachability and ability to work well with a small team and liaise effectively with external contacts.</li> </ul>	
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>• Commitment to professional standards and quality.</li> <li>• Commitment to Equal Opportunities and Health &amp; Safety in the workplace.</li> <li>• Share the Trust's philosophy of environmental and community-based working.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexibility and willingness to support others when necessary with occasional opportunities to help out at events.</li> </ul>	

## CONDITIONS OF SERVICE

### 1) FLEXTIME WORKING

- a) **Working week** – 30 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times)
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday  
Some evening and weekend work may be required and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4 week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

### 2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed

### 3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.