

# Fife Voluntary Action

## Finance Officer



### Job Description and Person Specification

<b>Post Title:</b>	Finance Officer 35 hours per week, permanent post
<b>Salary:</b>	£21,500 per annum, plus 7% non-contributory pension
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Finance Manager

### Main Purpose of Post

To provide high quality financial support within the organisation thereby aiding and enhancing the delivery of the organisation's services to voluntary and community organisations in the area. The post involves producing and processing invoices, payroll and pensions data for FVA and some of our clients.

### Main Duties

1. To process payroll services for FVA and clients;
2. To input data and process financial transactions in our accounting software;
3. Operation of purchase and sales ledgers, producing invoices and processing customer and supplier invoices;
4. Undertake Independent Examinations (up to receipts and payments) for clients;
5. Administer Creative Breaks grants programme and other small grants schemes, including maintaining accurate records and producing reports on progress, claims and compliance;
6. Support and advise staff on project budgets, record keeping and claims;
7. To provide a book keeping service to some clients;
8. To provide some training/support to clients on basic financial administration and related matters;
9. To support the Finance Manager when required in relation to specific activities.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. Time off in lieu arrangements will be put in place to ensure flexible working practices that benefit both the organisation and the employee.

## Person Specification

### Essential requirements:

- Extremely accurate and diligent in processing financial information;
- Experience of using Sage accounting software and Sage payroll software;
- Excellent understanding of payroll including deductions, pensions and taxes and processing new employees and leavers including producing P45s;
- Experience of producing and processing customer invoices;
- Experience of processing supplier invoices;
- Excellent IT skills including experience with Outlook, Word and Excel;
- Willingness to learn, work as part of a team and to help others;
- Good people skills and the ability to deal with a wide range of people in a courteous manner;
- Organised and efficient;
- A personal commitment to equal opportunities and organisational excellence - displays honesty, integrity and a strong sense of ethics in all actions and decisions.

### Desirable requirements:

- Member of ACIE and experience in undertaking independent examinations;
- The ability to deliver financial training to local voluntary organisations;
- Understanding of the voluntary or charitable sector.