

STRATHERRICK AND FOYERS COMMUNITY TRUST

Contract role: **Finance Officer**
 Accountable to: **Trust Manager**
 Responsible to: Stratherrick and Foyers Community Trust
 Salary: £15 - £20 per hour
 Hours of work: up to 45 hours per month
 Location: Wildside Centre, Whitebridge IV2 3UN
 Notice period: This contract may be ended for any reason by each party giving 30 days' notice.

Purpose

The success of The Trust depends, not only on its ability to negotiate Community benefit deals, provide grants and finance legacy projects etc., but also on whether or not it is able to manage its accounts efficiently and as befits the company status.

Financial accountability is of the utmost importance to the Trust and if the community or the Trust's funders lose faith in its ability to control and account for finances, they may lose faith in the whole organization. The Trust therefore takes its financial responsibilities seriously and needs to recruit the right set of skills to ensure it performs with best practice as befits the status as a Community Trust company.

In this role you will: -

- be in charge of receiving and dispersing funds as determined by the Trust's negotiations and Grants teams. To manage and report on the Trust's finances.
- work with the Chairperson and Trust Manager to produce financial information for the Board as requested.
- provide advice as required to ensure that the Trust complies with its governing document in so far as it applies its resources exclusively in pursuance of its objects, company law and other relevant legislation or regulations relating to its financial affairs.
- contribute to the success of Stratherrick and Foyers Community Trust working with the Directors and other employees to maintain creditability, best practice and transparency.

KEY TASKS

Job Duties and Accountabilities

1. Assists in the preparation and monitoring of the budget (see detailed information under required skills and competencies)
2. Prepares Management accounts (see detailed information under required skills and competencies)
3. Ensures the Board's financial policies are being followed and that the Trust has an appropriate reserves and investment policy.

4. Become familiar with the agreements between Trust Funders and the Trust to ensure that all conditions therein are complied with.
5. Contribute actively to the Trust in giving direction to the Directors in relation to all financial matters.
6. Liaises with Chairperson and Trust Manager on a regular basis.
7. Prepares any required financial reporting forms.
8. Maintains all bank accounts to ensure that proper records are kept and that effective financial procedures and controls are in place.
9. Oversees all financial transactions including arranging payments to creditors and arranging cheque signatures or online authorisations for payments.
10. Prepare monthly bank reconciliations.
11. Liaise with Trust external accountants concerning payroll matters.
12. Liaise with Trust Financial Advisors concerning investments.
13. Attending Trust meetings
14. Ensure complete confidentiality of all Trust documentation.
15. To back up all digital material.

Required Skills and Competencies

We are ideally looking for a candidate who has experience in all the areas listed below. However, candidates will be considered if they are able to demonstrate experience across a significant number of the following areas:

1. Ability to plan, prioritise and organise work activities specifically in relation to project management and tight funding deadlines;
2. Knowledge and experience of working with the public, private and voluntary sectors;
3. Proven project management skills;
4. Knowledge and experience of making funding applications to third party funding organisations; and
5. Winning third party funding for projects;
6. Logical and diligent with attention to detail;
7. Excellent presentation and communication skills;
8. Ability to develop and maintain relationships with community groups and the Board;
9. Ability to work collaboratively and build trust within the local community;
10. Confident user of MS Office software packages;
11. An ability to build a strong awareness and understanding of the key issues relating to the community of Stratherrick and Foyers;
12. Understand of community development trusts or similar types of organisations;
13. Knowledge and understanding of committees;
14. Good knowledge and understanding of budgets and finance.
15. Appropriate IT skills.
16. Proven knowledge of bookkeeping and financial management.
17. A basic understanding of capital gains tax on investments.
18. Good financial analysis skills.
19. Ability to communicate clearly both orally and in written format.

- 20. Able to work with Chairperson and Trust Manager to ensure accounts are communicated effectively to the Board.
- 21. Enthusiasm and passion for community work.

Preparing Management accounts

- Preparing a quarterly Profit and Loss (Income Statement) and Balance Sheet to be circulated with the Agenda for Directors' Meetings.
- Presenting the Management Accounts at Board Meetings and at the Annual General Meeting of Members.
- Submitting the management accounts and supporting information to Trust external accountants for their annual report.

Preparing a budget

- Identify how much money the Trust requires to operate during the upcoming year.
- Include in the Budget all income and anticipated expenses.
- Submit the budget to the Board for approval at the beginning of the financial year.
- Track the year-to-date income and expenditure, reports variances and alert the Board of potential problems.

Completing Necessary Paperwork

- Ensure that the banks have the names and signatures of members who are authorised to deposit and withdraw funds from the Trust's bank accounts.
- Prepare any financial reports required by Trust Funders or others.

Also

- Any other tasks which may present themselves in the daily running of the Trust.

On starting in the post the Finance Officer will need to: -

- Start to build a strong and easy open relationship with the Chairperson and Trust Manager.
- Check details of all bank accounts and signatories.
- Swap over signatories right away as necessary.
- Ensure the return of any outstanding cheque books.
- Assess and alter any digital banking details as appropriate.
- Organise for a detailed briefing from the outgoing Finance Person detailing not only the points above but also any spending commitments and/or income not included in the budget paperwork.
- Prepare a timeline of upcoming payments and due dates for bills, account reporting and income from funders.
- Prepare a first budget statement and check with the outgoing Finance Person that nothing is missing.

- Build a relationship with the Trust's external Accountancy firm.
- Begin to build digital systems that are accessible by all, i.e. that do not require specialist software, and which allow for easy communication of key financial matters with the rest of the Board.

Qualifications Required

To ensure professional expertise and discipline plus the ethics of a professional body, we would prefer any Finance Officer to have one of the following qualification: Chartered Accountant with qualification from ICAS (Institute of Chartered Accountants of Scotland) or ICAEW (Institute of Chartered Accountants in England and Wales), or CIMA (Chartered Institute of Management Accountants) or ACCA (Association of Chartered Certified Accountants).

Working Environment

Based at Wildside Centre, Whitebridge, the postholder will be required to vary their working hours according to the requirements of the job which includes out of normal hours working. The postholder must hold a current UK driving licence and be mobile throughout the SFCT area.