



Finance Administrator

Job Description and Person Specification

Reports to: Finance Manager

Based at: Head Office in Broxburn

Hours: Part-time, 18 hours per week (flexible – over 4 days)

Salary: £10,052 – £10,764, with contributory pension scheme

Overview:

Visionary, innovative, caring and fun, we are an independent charity helping West Lothian children to get the best start in life. Family and Community Development West Lothian has been supporting children and families since 1989.

An additional Finance Administrator is required due to restructuring of the administration team. The post-holder will join a small team and share responsibility for bookkeeping and general office duties.

Key Responsibilities and Accountabilities:

- **Finance administration** – Sage Line 50 bookkeeping, including maintaining sales and purchase ledgers, processing purchase orders, paying suppliers, reconciling credit card and bank statements, petty cash, banking;
- **Customer service** – responding to customer enquiries via telephone and e-mail, directing telephone calls;
- **Office administration** – processing mail, photocopying, filing, etc;
- **Covering colleagues'** duties during leave periods and any other relevant duties as required.

Person Specification:

We are looking for the right person to complement our existing dedicated team. You should be:

- self-motivated, efficient, systematic, detailed and precise;
- flexible, reliable, trustworthy and ethical;
- confident, credible and polite in dealing with colleagues and customers;
- an excellent communicator, with the ability to liaise with all areas of the organisation.



Specific Job Skills:

Essential

- Experience in office administration and bookkeeping or accounting
- Experience of using Microsoft Office, especially Excel and Word
- The ability to manage and prioritise own workload, in a busy environment, with competing priorities
- The ability to work as part of a team and support colleagues in a busy environment

Desirable

- A driving licence and access to a vehicle
- Understanding of the nature of community work
- A relevant qualification
- Experience of using Sage 50 Accounts

Closing date for applications is Friday 12th July at 5.00pm.

Interviews for shortlisted candidates will be held on Thursday 25th July.

Due to the nature of the organisation, employment is conditional on the successful applicant undergoing reference checks and a Basic Disclosure check. The probationary period for all appointments is 6-months.