# Scottish Commission for People with Learning Disabilities

# Job profile

**Role**: Finance and Resource Assistant

**Responsible to**: Finance and Resource Manager

**Responsible for**: Assisting the Finance and Resource Manager in providing support to operational hubs of organisation

**Salary and benefits:** £12,600 pa pro rata (£21,000 FTE)

**Conditions:** Part time - 21 hours per week, flexible hours available (35 hours FTE)

**Location:** Glasgow city centre (once COVID restrictions have been lifted, home working until such time).

**Vision, Mission and Values**

SCLD’s Vision is of a fairer Scotland where people with learning/intellectual disabilities live full, safe, loving and equal lives.

Our Mission is to ensure that people with learning/intellectual disabilities have their human rights realised.

SCLD’s Values inform everything we do: we will continue to be respectful, inclusive, collaborative and pioneering.

**Strategic Direction**:

SCLD will aim to make a significant contribution to systems and culture change across Scotland to ensure people with learning/intellectual disabilities are empowered to live the life they want in line with existing human rights conventions.

Everything we do is based on what people with learning/intellectual disabilities tell us their priorities are - their hopes and dreams for the future, as well as their fears and their experience of discrimination.

We are proud to be the Scottish Government’s delivery partner in the implementation of *The keys to life*, other related national policies including the response to the COVID 19 Pandemic and what comes next.

Given our Strategic Direction, our delivery will focus on:

* Human Rights
* Culture & Systems Change
* Improvement, Practice Development and Innovation
* Evidence & Knowledge
* Engagement with and participation of people with learning/intellectual disabilities
* Policy Development
* Legislative Change
* Partnership and Collaboration
* Leadership Development
* Equality
* Finance and Resources

**Role profile:**

The Finance and Resource Assistant will support the Finance and Resource Manager in the implementation of SCLD’s Strategic Direction, specifically through provision of support to the operational hubs of the organisation.

**Job summary:**

The Finance and Resource Assistant role is to support the Finance and Resource Manager with organisation accounting activities. This includes raising, sending and paying invoices and reconciling company accounts.

You will also assist with basic administration tasks and should be on hand to answer any queries raised by staff or external suppliers or providers. You will be expected to help document and maintain the organisations’ finance procedures, updating and implementing them wherever necessary.

**Key areas of responsibility**:

|  |
| --- |
| Finance and Resource Assistant |
| Embody the vision, mission and values of the organisation in all work |
| Support the Finance and Resource Manager in the implementation of SCLD’s Strategic Direction |

|  |
| --- |
| Networks and Communication  |
| Assist the Finance and Resource Manager to develop and maintain strong internal and external networks and communication with:* Chief Executive and Head of Delivery
* Operational team leaders and staff
* Auditors
* OSCR
* HMRC
* Suppliers and providers
* Various support consultants
 |

|  |
| --- |
| Finance |
| Checking Purchase orders raised by operational staff |
| Invoice checking and processing |
| Processing expense requests |
| Cash book maintenance |
| Maintaining the company purchase and sales ledgers |
| Bank account reconciliations |
| Preparing weekly supplier payments |
| Raising sales invoices |
| Liaising with third party suppliers and providers |
| Basic administration |
| Updating and maintaining procedural documentation |

|  |
| --- |
| Facilities Management |
| Liaison with external agents to maintain SCLD’s office and equipment |

|  |
| --- |
| Information and Communication Technology |
| Liaise with IT support company to ensure staff have access to working IT equipment |
| Assist Finance and Resource Manager in planning and implementing new or upgraded equipment |

|  |
| --- |
| HR |
| Assist Finance and Resource Manager in administration of Human Resource records for all staff |

|  |
| --- |
| Personal Development |
| Update job knowledge and skills by participating in continuous professional development e.g., training, research, maintaining personal networks, and membership of relevant professional organisations |

To carry out any other appropriate duties requested by the Finance and Resource Manager or the Chief Executive.

The above list is indicative and not exhaustive. The Finance and Resource Assistant is expected to carry out all such reasonable additional duties within the role.

|  |  |  |
| --- | --- | --- |
| skills/qualifications | essential | desirable |
| Microsoft Office – Word and Excel | P |  |
| Microsoft SharePoint and Teams |  | P |
| Sage Accounts 50 or equivalent | P |  |
| Sage Payroll 50 or equivalent |  | P |
| Adobe Pro |  | P |
| Previous work experience in a Finance role | P |  |
| Hold or be working towards finance qualification |  | P |

**Personal attributes expected of successful candidate:**

* Analytical
* Detail orientated
* Good communication
* Accurate
* Methodical
* Able to work under own initiative
* Good time management