

Job Description and Person Specification

Finance & Clubs Support Administrator

Location: McIntyre Building, University Avenue, Glasgow G12 8QQ

Salary: FTE 35hrs: £25,138(pt. 16) - £29,605(pt.22) pro-rata Dependent on skills and experience

Hours: 21 hours per week / Hybrid Working

Pension GUSRC will make a pension contribution of 8% to the National Employment Savings Trust (NEST). Employee contribution 4%

Probationary Period: 6 Months

**Purpose of post**

To contribute to the effectiveness of the GUSRC through the effective administration of our day-to-day financial transactions.

To assist informed and effective decision-making through the provision of advice and accurate financial reporting.

To work closely with the Deputy Manager & Senior Finance an Clubs Administrator & Second Finance ensuring all financial aspects of the organisation are in order.

# Key Duties

# Finance

* Raise purchase orders and send for approval prior to purchase.
* Preparation of nominal payment runs, ensuring all necessary documentation is complete.
* Maintain the sales ledger, raise client invoices and deal with any ongoing disputes.
* Run weekly supplier payments schedule and sent out supplier remittances.

* Reconciling and administering petty cash pay-outs
* Prepare monthly contractor payments for the Deputy Chief Executive
* Processing bank transactions and the reconciliation of the monthly bank statement
* Assist in preparation of month end checks, and meeting deadlines to ensure management accounts are produced by deadlines.
* Work with Deputy Chief Executive on preparing departmental monthly budget reports to Department Heads

# Clubs Finance Support & Training

* Participate in delivery of training to Clubs and Society office bearers on financial management.
* Contribute to development of additional Clubs and Society support initiatives.
* Run daily reports from MSL and add Clubs sales to the Clubs Sage account system.
* Run fortnightly sales report for societies and prepare their income and expenditure reports.
* Take meetings with Societies on setting up of holding accounts within our management system.
* Attending any meetings relevant to club’s finance as requested by the Deputy Chief Executive

# Administration & Miscellaneous

* Provide general administration support to staff and student officers as required.
* Assist the Deputy Chief Executive with preparation and delivery of training on financial procedures to staff and student officers.
* Participation in induction and orientation of student officers and new staff members
* Comply with all organisational policies and procedures.
* Develop relevant skills and knowledge through participation in professional development opportunities.
* Work in a manner that reflects the values of the organisation as outlined in the Constitution and Strategic Plan.
* Able to work occasional evenings or weekends.
* Perform such other duties as may, from time to time, be required by the Permanent Secretary/ Deputy Manager

**Accountability**

Directly responsible to the Deputy Manager

**Additional Notes**

This job description is a broad guide to the role. It may change from time to time as our organisation continues to change and evolve. It does not form part of your Contract of Employment.

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| **Attributes** | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | * Ability to interpret and analyse financial data to help prepare management accounts * Computer literate, preferably with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel * Good communication skills with the ability to build and maintain effective working relationships * Experience of Sales & Purchase processes * One years’ experience of working in a similar   role | • Some Experience of working in charities and of the Statement of Recommended Practice (SORP).  •Some experience of SAGE 50  •Some experience of VAT reporting. |
| Qualifications | * The ability to demonstrate appropriate skills and knowledge | •Relevant accounting qualification. |
| Motivation and Outlook | * Approachable, Personable * Motivated, Confident and Flexible * Team Player |  |