

Job Description

Finance & Resources Manager (p/t)



Working hours: 3 days/week

Salary: £30,732 pa (pro rata) plus 5% employer pension contribution

Contract Term: from 1 July to 31 December 2024 (extendable)

Edinburgh office base, responsible to Chief Executive

Awards Plus, formerly Friends of the Award, supports achievement for all through youth awards. With a focus on young people who might need extra support, Awards Plus provides nature-based youth awards, expeditions and 1:1 mentoring support across Edinburgh and the Lothians. We also run an accessible entry-level award, the Join in Award Scheme/JAS.

This key role oversees finances, resources and office management to make sure the charity runs smoothly and staff are well supported. It includes managing the Join in Award Scheme.

Main Responsibilities

Finance

- Day-to-day financial operations, keeping accurate records and sharing information with staff, Trustees and funders.
- Booking and invoice processing across a range of activities.
- Overseeing a monthly payroll function.
- Budget and funding oversight including project budgets.
- Maintain monthly cash flow forecasts, liaising with Treasurer and reporting to Trustees.

Resources

- Office, IT and administration functions, GDPR compliance.
- Initial point of contact for enquiries, calls, email.
- HR support, staff processes (contracts, expenses, phone, leave, inductions, SharePoint, meetings).
- Maintaining and updating website, social media accounts.
- Safeguarding officer.
- PVG applications management.
- Office/The Risk Factory oversight and relationship management.

Join in Award Scheme/JAS

- Manage JAS processes (orders, payments, stock control, delivery, track sales and income).

Employee Specification

Essential

- Experience in finance management and accounts administration, including use of Microsoft Excel.
- Experience of WordPress or similar website system.
- Good administration and organisational skills.
- Good interpersonal skills and ability to motivate others.
- Good communication skills, both written and oral.
- Ability to work with minimal supervision, organising and planning own workload.
- Experience working in partnership with multiple agencies.

Desirable

- Experience in Third Sector, outdoor learning, youth awards, Duke of Edinburgh's Award.
- Experience with Xero accounting systems.

Immediate start. Contact Rob Bushby with cv rob.bushby@awardsplus.org.uk

Awards Plus in Edinburgh & the Lothians Ltd

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