



## Job Description

<b>Job title</b>	<b>Finance Co-ordinator</b>
<b>Salary scale</b>	Lanarkshire Carers Salary Grade 5, SCP 15-17 £28,869 - £30,621 Full Time £23,095 - £24,497 Pro Rata for 28 Hours per week  Workplace Pension Scheme available 25(rising to 30) Days Annual Leave plus 12 Public Holidays per year
<b>Hours</b>	28 hours per week – worked flexibly and can include occasional evenings and weekends.
<b>Location</b>	Based in one of our carers centres/offices in Hamilton/Airdrie and localities. The post holder may also be required to work occasionally on an outreach basis in venues across Lanarkshire. Lanarkshire Carers works flexibly which may include remote and home working arrangements.

### **Background to Lanarkshire Carers Centre Ltd – operating name Lanarkshire Carers**

Lanarkshire Carers works with and for carers to develop and deliver services that make a positive difference to the lives of carers in Lanarkshire.

The vision of Lanarkshire Carers is underpinned by a commitment to place carers at the heart of the organisation and ensure that our services are as effective and accessible regardless of personal circumstances or caring situations.

Lanarkshire Carers delivers a comprehensive range of information, advice and support services. The work is delivered from our carers centre in Hamilton, which is also our registered office, carers centre in Airdrie, and in locality settings throughout Lanarkshire.

The Mission Statement of Lanarkshire Carers is to ensure that carers in Lanarkshire are identified, well informed, involved, supported, and empowered. Our aims are:

- Carers in Lanarkshire are identified to ensure that they are informed, supported and empowered to manage and sustain their caring roles
- Carers can access breaks from their caring role and enjoy a life outside caring
- Preventative, practical and emotional support is available to carers at an early stage and ongoing throughout their caring journey
- Carers have a voice which is heard, listened to and effective
- Carers receive training and development relevant to their caring role
- Communities and partner organisations are aware of carers and their issues
- Ensure carers are aware of their rights and are recognised and valued as equal partners in care

The organisation is a registered charity, a company limited by guarantee, and an affiliated network partner of the Carers Trust. Lanarkshire Carers is governed by a voluntary Board of Directors most of whom are carers.

### **Main purpose of job**

Responsible to the Chief Executive Officer (CEO), and working as directed by the full management team, the Finance Co-ordinator (FO) will have an integral role in the operational management and delivery of the organisations finance operations. The post holder will make a key contribution and support continuous improvement in the work of the team providing specialist skills and knowledge in our account processes.

The FO will work closely with staff, volunteers, carers and partner organisations helping develop, coordinate, facilitate and review the delivery of integrated information, advice and support services for carers in Lanarkshire.

The post holder will contribute to the successful implementation of the Strategic Framework, the development of the organisation and the service delivery model. The FO will contribute to the development of external relationships, maintaining quality standards and ensuring the value base of the organisation is evident.

### **Responsibilities of the post**

- Working with the management team to prepare annual budgets for approval by the Board of Directors
- Incorporate budget with cash flow management
- Work with budget holders to review performance against budget and monitor the overall organisations finances to identify any variances and ensure we are operating within the agreed budget
- To support and guide the management team and staff with all financial management and administration matters ensuring performance and objective targets are met.
- Prepare and present monthly financial and management reports on a timely basis to inform decisions
- Assisting the Board of Directors to meet all legal and financial requirements of the charity and ensuring full compliance with Charity Account (Scotland) regulations and Companies Act 2006
- Participating in sub groups, working groups and project/work stream planning groups to provide current, accurate and relevant monthly management accounts information of the charity including commentary on significant areas and variances from budgets to inform organisational strategy
- Responsible for reconciliation of control accounts and regular review of nominal ledger, debtors and creditors. Overseeing all income and expenditure
- Oversee the finance responsibilities of other team members, supporting and guiding learning and development.

- Income and expenditure ledgers, income records, bank reconciliations, and providing management information to the Board of Directors
- To collate all financial and mandatory paperwork required to assist with preparation of the year end statutory accounts, liaising with the charity's external auditors as required
- Establishing the audit file of the charity and acting as the main contact with the auditors. Ensure submission of charity accounts and other statutory reports
- Managing cash flow and ensuring all transactions are processed accurately, within an agreed time frame and within the guidelines set out by the organisation
- Ensuring the efficient maintenance of the financial records of the charity
- Improving systems and controls surrounding all aspects of the charity's financial management as required
- Provide support for project planning and funding applications, oversee and collate accurate financial data and monitoring information for funders, agencies or the Board within a given timescale and in any given format
- To communicate effectively with agencies requesting specific information as and when required ensuring compliance with all legal and statutory authorities e.g. Companies House, OSCR, Insurance Company and Bank
- Provide the payroll function to ensure accurate and timely payment of salaries and relevant reporting and documentation.
- Ensuring that all pension payments are processed on a timely basis and liaising with the pension provider and reflected in payroll as required
- Oversee the contracting, purchasing and payment of goods and services
- Undertaking other one-off projects during the year

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties. The outline is considered to provide a reasonable general description of the post.

### **Finance Coordinator Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	A relevant qualification in accountancy, part qualification in accountancy and/or qualified by experience with a minimum of 3 years' relevant experience in a similar role.	Administration/ Business support GDPR trained
<b>Work Experience</b>	Direct and in-depth experience of delivering services and supporting individuals relevant to the responsibilities of the post outlined above.  Project Management or team leader experience and	Third Sector Experience  Experience of working with carers

	<p>service development success</p> <p>Working within a personal outcome focused service delivery model</p> <p>Experience using QuickBooks or similar</p>	<p>Experience of working with volunteers.</p>
<b>Knowledge, Skills and Ability</b>	<p>Up to date knowledge of the legislation, strategies and policies relevant to finance and carers</p> <p>Understanding of equalities, data protection, information sharing and health and safety legislation etc. relevant to the work</p> <p>Excellent interpersonal skills with the ability to communicate effectively with a diverse range of people at all levels</p> <p>Excellent oral, presentation and written communication and negotiation and group work skills</p> <p>Excellent working knowledge and understanding of Microsoft Office Suite</p> <p>Effective team contributor with a willingness to carry out tasks as required in relation to all aspects of the organisations activities and contribute personally to all the activities of the charity</p> <p>Excellent problem solving skills and ability to find solutions for improvement</p> <p>Project planning and the ability to deliver work within agreed timescales and budget</p> <p>Undertake a methodical, organised and flexible approach to work whilst prioritising workload to meet deadlines</p> <p>Maintain a high level of confidentiality and discretion at all times</p>	<p>Awareness of support services available to carers in Lanarkshire</p> <p>Knowledge of the impact of a caring role</p>
<b>Personal Attributes</b>	<p>Commitment to the value base of the organisation and providing quality services</p> <p>Appreciation of and sensitive approach towards the needs and issues faced by carers is crucial</p> <p>Ability to self-manage work load and lead teams</p> <p>A desire to excel, both personally and through the delivery of targets within a work environment.</p> <p>Responsible and professional manner</p> <p>Strong personal motivation, leadership skills and</p>	

	<p>ability to motivate others</p> <p>Confidence, enthusiasm and creativity to develop ideas and carry them forward</p> <p>Flexibility and willingness to adapt to change</p> <p>The highest degree of honesty and integrity</p>	
<b>Other</b>	<p>The post entails work with vulnerable people and the post holder will require a registered membership of the Protection of Vulnerable Groups Scheme (PVG) for Adults</p> <p>Ability and willingness to work flexible hours (occasional evening / weekends) to meet needs of the organisation</p>	Driving License and daily access to car

Sept 2021