



JOB TITLE: Finance Assistant

RESPONSIBLE TO: Head of Finance and Support Services

SUPERVISORY RESPONSIBILITY:

No supervisory responsibility.

OVERALL PURPOSE OF THE POST:

- To assist the Head of Finance and Support Services across a range of financial activities and provide financial advice and information in relation to the effective financial management of services provided by Sacro.
- To take particular responsibility for the operation of the Purchase Ledger, and for information returns from Services

MAIN DUTIES AND RESPONSIBILITIES:

- To assist the Accountant in the maintenance of financial records, production of reports, co-ordination of returns and financial procedures;
- To carry out reconciliations of bank statements and Visa statements, ensuring that all the required accounting activities are carried out.
- To assist with the preparation of monthly Income and Expenditure reports;
- To process invoices and purchase/nominal ledger transactions;
- To provide telephone support to Sacro projects on routine issues relating to finance;
- To check and process all returns from Services, chasing up missing information
- To manage National Office petty cash
- To assist in projects and ad-hoc pieces of worked related to the financial management within Sacro.
- To provide cover within Sacro National Office as required
- To carry out all duties in accordance with Sacro policies and procedures
- To take responsibility for the financial administration of the Sacro Trust

EDUCATION AND EXPERIENCE REQUIRED:

The post holder must hold AAT or an equivalent business qualification and must have experience in a computerised financial environment. Experience of the Navision account package is desirable. He/she requires proven literacy and numeracy skills and should be computer literate, with text/data processing skills, along with a knowledge of bookkeeping.

OTHER

Sacro is fully committed to the active promotion of equal opportunity in its capacity as an employer and in the provision of all its services both to those harmed by and those responsible for crime and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.

All staff require to be committed to Sacro's aims and objectives and to the promotion of equality of opportunity.

The post holder will be dealing with sensitive information and will be required to observe Sacro's policies on confidentiality.

All staff require to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Some additional time may be required for special projects or before the financial year-end.

Outline of main terms and conditions of service

Salary:	SCP 19 – 22 (currently £17,352 – £18,783 per annum) pro rata.
Leave entitlement:	25 days annual leave; 12 statutory days pro rata.
Hours of work:	17.5 hours per week. Office opening hours are Monday to Friday 9.00am – 5.00pm. A flexible working hours scheme is in operation. Some additional evening/weekend work may be required, for which time off in lieu may be taken.
Pension:	Sacro employees participate in the Strathclyde Pension Fund subject to satisfying eligibility criteria.
Work Base:	Sacro National Office, 1 Broughton Market, Edinburgh.
Notice:	One month on either side, in writing.