****

**Finance Co-ordinator**

**Part time - 20 hours per week**

**Annual salary: £15,000 (pro rata on £30,000)**

**Closing date: noon on Friday 8th June.**

This is one of 2 new posts that will support the community development Outside the Box does across Scotland and the development of the organisation.

**About Outside the Box**

Outside the Box was established in 2004. We provide development support, shared learning and capacity building for people who want to make changes in their communities.

* We provide advice and development support to small groups led by people who are looking for support in their own lives and often develop new activities in partnership with them.
* We develop projects that test out and raise awareness of new approaches.
* We deliver projects that provide innovative peer support and other services that are led by the people who use those services.
* We develop resources that then provide practical or community development support to a much larger number of people.

The people and groups with whom we work are mostly those affected by disadvantage or who feel that they do not have a voice: they include older people, people with disabilities, people with mental health problems and people affected by addictions.

We aim to promote equality and diversity throughout the work we do and in how we work.

Over the past year or so we have been growing the range and level of work that we do.

* We have more staff – currently 15 people, 8 part-time and 7 full-time
* We work across more locations – Borders, Falkirk, Angus, Perthshire and Aberdeenshire as well as our main base in Glasgow
* We have around 30-40 projects each year, each with their own partners and funding.

Our initial working approaches and systems were designed when the organisation was smaller. We are now looking at the way the board and staff get the support they need to deliver our community development work and fulfil our accountability. This includes learning around how we work as a team and practical arrangements such as shared files. Recruiting new colleagues to this post and a Communications Co-ordinator post are part of this step-change in the development of the organisation.

**About this role**

These are the outcomes that we want to achieve and how you will contribute to them.

* The board and team have regular, reliable, information about the overall organisation and for specific project or areas of expenditure and income. It is presented in ways that people with a range of experience on financial matters can understand and use.
* It is easy for members of the OTB team to monitor what we spend on each project. This in turn makes it easy for us to plan ahead for that work, report to funders.
* The practical aspects of our income and expenditure are working smoothly, including invoicing and grant claims, adjustments to payroll and monitoring cash flow.
* We are able to use current and recent experience on costs as part of planning for and securing future work.
* We are able to give basic advice on financial aspects of setting up and running community groups and the projects/services they deliver as part of our development support.
* We are confident that we are reflecting good practice in our financial systems and that we are meeting statutory and regulatory requirements.
* We are fulfilling our accountability through our annual accounts and have good working relationships with external accountants.

Your role is to co-ordinate and support the financial elements of all aspects of our work:

* Develop the current systems for effective overall and project-specific financial management
* Provide day-to-day support to colleagues across the OTB team, for example on reports to funders
* Take the lead on day-to-day financial matters, including payments and invoicing
* Work with the Chief Executive on overall financial management and reporting to the board.
* Work with the Communications Co-ordinator and colleagues to keep internal office systems under review and operating smoothly.

**These are the qualities and experience we want this person to bring**

* Good communication skills with colleagues in the team and outside partners
* Ability to work on your own initiative and as part of a team, including planning work to meet deadlines
* Experience of systems that track and monitor financial activity on each cost-centre (we currently use Sage)
* Problem-solving skills
* Good attention to detail and an ability to understand and show how financial information relates to the bigger picture.
* Experience of working in a collaborative way with partners and/or funders and clients
* Experience of working in the voluntary sector in a paid or volunteer role

**How we work**

This role description is an outline of the post and not an exhaustive list of duties and responsibilities, as the work we do requires a flexible approach and being able to respond to the ways projects develop. The post holder may be expected to carry out other duties and responsibilities which may reasonably arise in the course of their employment.

This post is based at the office in Glasgow.

It is part-time and there is flexibility in the pattern of working, subject to agreement with the chief executive.

Your line manager is the chief executive and you will report directly to her.

We plan and are accountable for the work through project planning and monitoring systems that include team meetings, professional supervision, individual work plans and timesheets.

Professional support comes from within the staff team and the board plus training and advice from external sources when needed.

The staff and board together bring a range of skills and experiences. We all contribute and we all learn from other people. Everyone is expected to be adaptable and able to work with a wide range of people and situations.

When part-time staff do similar work for other people or organisations, we deal with this in an open and sensible way and aim to find ways of handling this that are fair to all the people involved.

***This post is not expected to be covered by the Protection of Vulnerable Groups or Disclosure arrangements. However, all staff may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.***

**More information**

We will try to answer questions people have about the post. The first contact for this post is Christine Ryder who is one of the Project Workers.

You can contact us by email – which is usually easiest – or by phone:

Email: [Christine@otbds.org](mailto:Christine@otbds.org) Phone: 0141 419 0415

**How to apply for the post**

**What you should send**

Please provide 3 things:

1: A CV, explaining what your experience is.

* You should list the work you have done and what your role is in relevant posts.
* You should list the training and qualifications you have.
* We are interested in people’s life experience when it is relevant to this post, such as hobbies and roles you do on a voluntary basis, as well as paid work.

2: A short note on what you bring to the role and how you would approach achieving the outcomes and tasks we have described here.

3: The names of 2 people who will give you a reference.

* They should know you in roles that are relevant for this type of post.
* We will not contact anyone for a reference until after the interview stage.

There is no application form.

**Where to send applications**

The closing date for applications is noon on Friday 8th June.

You can send them by post or by email:

Email: [Christine@otbds.org](mailto:Christine@otbds.org)

Post: Unit 3.10, The Whisky Bond, 2 Dawson Road, Glasgow G4 9SS

We expect to interview for both this and the Communications Co-ordinator post during the week of 18th June.

* There will an informal opportunity for people shortlisted for the 2 posts to meet people involved with Outside the Box on Tuesday 19th.
* The panel interview for the Finance Co-ordinator post is on Friday 22nd June.