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**Finance Co-ordinator**

**Part time - 20 hours per week**

**Annual salary: £16,000 (pro rata on £32,000)
The role will be based in either Glasgow or Dunkeld**

**Closing date: Noon, 26 August 2019**

**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 and training that then provide practical support to a much larger number of people, groups and businesses.

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

Over the past few years we have been growing the range and level of work that we do.

* We have more staff – currently 17 people, 11 part-time and 6 full-time.
* We work across more locations – Borders, Falkirk, Angus, Perthshire and Moray as well as our main base in Glasgow.
* We have around 50-60 projects each year, each with their own partners and usually with multiple sources of funding, and this is expected to grow.
* We often have work that cuts across several projects, where we can get more impact by linking the activities and resources.
* Our current annual turnover is around £650,000.

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 and people with few community connections. In early 2019 we set a 5-year strategic plan that includes more work that is focussed on how communities work, which will involve a different mix of partners and funding sources.

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 developing how we work as a team and practical arrangements such as shared files and cloud-based systems.

**About this role**

This post supports the community development Outside the Box does across Scotland and the development of the organisation.

The role will be based in either our Dunkeld or our Glasgow office depending on which you would prefer. Anyone based at Dunkeld would need to come to Glasgow once a fortnight - for team meetings and an in-between catch up day.  Similarly, anyone based in Glasgow would need to travel to Dunkeld once a month to work alongside colleagues there.

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.
* We can track the financial aspects of implementing our 5-year Strategic Plan and have good financial information for planning future developments.
* 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 and report to funders and partners.
* We can link work from several projects and budgets to make best use of overall resources and use restricted and unrestricted income in the most effective way.
* 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 information 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.

**Tasks in the post**

Your role is to co-ordinate and support the financial elements of all aspects of our work. These are the tasks you will fulfil:

***Developing and managing financial systems***

* Use the financial procedures in place and contribute to developing the systems for effective overall and project-specific financial management
* Take the lead on day-to-day financial matters including payments
* Keep the overall expenditure under review to ensure we get best value from the goods and services we purchase
* Work with colleagues to develop robust systems for invoicing and credit control
* Financial planning and monitoring patterns in income and expenditure
* Work with the Chief Executive and other colleagues on overall financial management and reporting to the board to fulfil our responsibilities under company and charity law and good practice.

***Working as part of the Outside the Box team***

* Work with the board and colleagues on strategic financial monitoring and planning
* Provide day-to-day support to colleagues across the Outside the Box team, for example on reports to funders and funding applications
* Give training and on-going support to colleagues to enable them to make best use of the digital accounting systems and other resources
* Take the lead on co-ordinating some aspects of day to day working such as timesheets and expenses
* Support colleagues in the staff team to develop skills and confidence to give information to community groups around setting up financial systems.

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.

**The role will be based in either Glasgow or Dunkeld.**

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

* Sharing the values of the organisation
* 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 Sage50 and Cloud systems
* Problem-solving skills
* Good attention to detail and an ability to understand and show how financial information relates to the wider context of the organisation’s work
* Experience of working in a collaborative way with partners and/or funders and clients
* Experience of being part of or understanding work that is innovative and uncertain
* Experience of or understanding how financial systems can support development work that is often unpredictable and needs to be flexible.

**How we work**

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

This post is based at the office in Glasgow.

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

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.

We work in ways that are flexible and expect all members of the team to be willing to help colleagues in the wider activities of the organisation from time to time.

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 Ania Sandland who is one of the Community Development Advisors.

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

Email: ania@otbds.org

Phone: 0141 419 0415

**How to apply for the post**

**What you should send**

Please complete our application form. The application form provides you with the chance to tell us more about yourself, your skills and your life experience. In the application form you can also provide us with the contact details of your references.

**Where to send applications**

The closing date for applications is noon on Monday 26 August.

You can send them by post or by email:

Email: alice@otbds.org

Post: Unit 3.10, The Whisky Bond, 2 Dawson Road, Glasgow G4 9SS, marked for attention of Alice Charlton.

**About the interview**

There will an informal opportunity for people shortlisted for the post to meet people involved with Outside the Box on the afternoon of Monday 9th September.

The interviews are on Thursday 12th September in Glasgow.

We may ask people coming for interview to prepare a short report on an aspect of Outside the Box’s finances at the start of the interview. We will give people the information required at the time we invite people to interview.