



Job Description

Job Title: Financial Administrator

Responsible to: Chief Executive & Head of Operations & Resources

Salary & Hours: Part-Time, 21 hrs per week, £24,480PA (£14,687 pro-rata) + 4% pension

Length of Contract: Fixed Term to 30th September 2029

Office Base: Glasgow (Hybrid Working)

Main Purpose of the job

- The primary responsibility of this job is to provide financial administrative support to the MCAS Coordinator and CEMVO Financial Officer
- The postholder is also expected to provide general administrative support to the MCAS team when required.

Specific Duties and Responsibilities

1. To undertake day to day financial administration of the MCAS project budget, including book-keeping, processing invoices, purchase orders, expense payments, monitoring income & expenditure, tracking spend, etc
2. To work closely with CEMVO finance officer to develop financial administration, monitoring and reporting processes for the MCAS project, including regular financial reporting from Project Partners for financial reporting to the funder.
3. To produce regular financial reports to the MCAS coordinator and CEMVO finance officer, including income & expenditure, spend / underspend forecasts, etc
4. To liaise with CEMVO finance officer to undertake any other additional organisational financial tasks, such as assisting with financial audits, processing petty cash, insurance, purchasing software packages, processing expenses, etc
5. To provide general administrative support to the MCAS team when required – e.g. supporting events & conferences, booking venues, catering, registration, undertaking electronic promotional mailings, etc.

6. To support and assist the finance officer, Chief Executive and Head of Operations and Resources in end of year audited accounts if required
7. Attend and contribute to regular staff meetings, including sharing in forward planning and providing information necessary for the effective working of the organisation as a whole
8. Observe and comply with CEMVO's policies, procedures, systems and standards; contribute to their implementation and development.
9. Undertake any other duties which reasonably fall within the scope and level of the post.

PERSON SPECIFICATION

Essential

- At least 3 years' experience of financial administration
- Experience in developing financial monitoring & reporting systems and processes for projects
- Demonstrated financial experience in book-keeping, producing financial / management reports, updating income and expenditure, processing of invoices & purchase orders, processing general payments / expenses, petty cash, forecasting spend/understand, etc.
- Experience in supporting and assisting with external / annual financial audits
- Good organisational skills, including administration and support for events- e.g. registration, organising venues and bookings, catering, refreshments, etc
- Ability to undertake electronic promotional mailings such as circulation of newsletters, promotional flyers, etc
- Working knowledge of Microsoft applications to include Word, Excel, Access, and E -mail. Knowledge of electronic diary management
- Ability to organise workload to cope with conflicting priorities and deadlines
- Effective interpersonal skills to deal with people at all levels

- Ability to communicate in writing and verbally
- Ability to keep accurate and legible records.

Desirable

- Recognised qualification in book- keeping
- Empathy towards Ethnic Minority Voluntary Sector & communities