CEMVO Job Vacancy

CEMVO Scotland is a national intermediary organisation and strategic partner of the Scottish Government Equalities Directorate. With a network of over 600 ethnic minority (EM) organisations throughout Scotland, our aim is to build the capacity of the ethnic minority voluntary sector and its communities.

We have an exciting project "Mobilising Community Action Scotland" (MCAS) in partnership with Changeworks and The Loch Lomond & Trossachs National Park with funding through **The National Lottery Community Fund.**

The overall aim of MCAS is to increase awareness and empower EM communities to adopt nature positive and energy saving behaviours in their everyday lives.

We already have an excellent MCAS team in place and now looking to recruit the following post:

Financial Administrator

Responsible to: Chief Executive & Head of Operations & Resources

Salary & Hours: Part-Time, 21 hrs per week, £25,000PA (£15,000 pro-rata) + 4% pension

Length of Contract: Fixed Term to 30th September 2029

Office Base: Glasgow (Hybrid Working)

We are first and foremost seeking essentially a person with excellent financial administration skills and experience. If the person also has good general administration skills added to their financial expertise then that would be ideal.

You will have at least 3 years financial management or administration experience to help undertake day to day financial administration of the MCAS project budget. You will provide regular financial reporting updates to the MCAS co-ordinator on project expenditure and projected spend. Working closely with CEMVO financial officer and MCAS co-ordinator you will undertake broad financial administration of MCAS, including developing and maintaining a financial system to keep track of expenditure against various budget lines, keeping accurate financial records, processing invoices and tracking payment, financial forecasting for over or underspends, and working with

CEMVO financial officer to provide information for financial reporting to the funder, for external audits, etc.

Your secondary role will be to provide general administrative support to the MCAS project team, such as organising venues and catering, event registration, providing administrative support at events when needed and undertaking general administrative tasks.

You will require a good level of book-keeping and financial administration experience with a working knowledge of Excel or financial packages such as Xero or SAGE. You will also require experience in producing financial reports, processing invoices and assisting with audit processes along with good general administrative skills.

To Apply:

To apply for this position please submit an updated CV and accompanying supporting statement highlighting your skills and experience relating to the person specification for this post.

Please submit your application (CV & supporting statement) to: **info@cemvoscotland.org.uk**

Please Note: Upon receipt of your application our administrator Wayne Lee will forward to you an equalities monitoring form for completion and return. This will be separated from your application but will assist CEMVO in our equalities recruitment monitoring processes.

Closing Date for Applications: Monday 23rd November @ 12.30pm.

CEMVO Scotland is a Scottish Registered Charity: SC034104

Job Description

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Main Purpose of the job

- The primary responsibility of this job is to undertake day to day financial administration of the MCAS project and 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 develop and maintain or further improve the financial administration system for the MCAS project.

2. To undertake day to day financial administration of the MCAS project budget, including book-keeping, keeping track of expenditure against various budget lines, keeping accurate financial records, processing invoices and tracking payment, and financial forecasting for over or underspends, etc.

3. To work closely with the MCAS Co-ordinator and CEMVO financial officer in the financial administration of the MCAS project and produce regular financial reports when requested.

4. To work closely with CEMVO financial officer in providing information for budget alignment, for financial reporting to the funder and for external audits.

5. To provide general administrative support to the MCAS team when required – e.g. supporting events, booking venues and catering, events

registration, and undertaking other general administrative tasks such as organising meetings, ordering items, electronic mailings, photocopying, 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, including financial duties which reasonably fall within the scope and level of the post.

PERSON SPECIFICATION

Essential

- At least 3 years' experience in financial management or administration
- Experience in developing and maintaining financial monitoring & reporting systems and processes for projects
- Demonstrated financial experience in book-keeping, financial administration of budgets, producing financial reports, tracking and updating expenditure, undertaking financial forecasting for over or underspend, processing of invoices & tracking payment, processing general payments / expenses, processing and handling petty cash, etc.
- Working knowledge of Excel Spreadsheets and/or financial software packages such as Xero & SAGE
- Working knowledge of Microsoft applications – i.e. Word, Access, E-Mail & electronic diary management
- Good general administration skills, including supporting events, event registration, booking venues and catering, organising meetings, ordering items, etc
- Ability to undertake electronic promotional mailings such as circulation of newsletters, promotional flyers, etc

- Ability to work closely with other colleagues in developing a good working relationship through positive communication and resilience in overcoming any challenges

- Good organisational skills with ability to organise own 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

- Experience in supporting and assisting with external / annual financial audits

- Empathy towards Ethnic Minority Voluntary Sector & communities