

Job Description and Person Specification

Job Title:	Finance Co-ordinator
Salary:	£32,000 per annum (14 Hours pro rata)
Contract Term:	One-year fixed term contract
Hours of Employment:	14 hours per week
Working pattern:	Flexible, within core office hours of 9.30 to 5.30pm
Location:	Central Edinburgh with the flexibility of a hybrid working pattern
Reports to:	Head of Operations and Delivery

About Prostate Scotland

At Prostate Scotland, we are dedicated to support men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.

Purpose of Job

The Finance Co-ordinator is responsible for ensuring the accurate and timely maintenance of financial records for Prostate Scotland. This role involves managing day-to-day financial transactions, including processing income, donations, and purchase invoices, and ensuring they are correctly coded in the accounting system (Sage/Xero). The Finance Co-ordinator will maintain up-to-date ledgers, reconcile bank accounts on a monthly basis, and prepare and submit monthly financial reports, including the Profit and Loss statement and Balance Sheet, to the CEO and Finance Committee. The Finance Co-ordinator will also support the CEO in setting and monitoring budgets.

Main Duties and Responsibilities

- The aim of the role is to provide reliable financial support to the organisation, ensuring compliance with accounting standards and contributing to sound financial management.
- Maintain accurate and up-to-date financial records for Prostate Scotland, ensuring all income, donations, and invoices are properly coded, recorded, and reconciled in the ledger.
- Process and record donations, income, and purchase invoices using Sage/Xero software, ensuring accurate posting to the appropriate cost centres.
- Prepare and post journal entries, maintaining detailed financial documentation aligned with internal policies and accounting standards.
- Manage the invoicing process, ensuring timely preparation of purchase orders for approved expenditures.
- Reconcile bank statements monthly and produce management accounts, including the Profit and Loss statement and Balance Sheet, submitting these to the CEO and Finance Committee.
- Prepare and review Profit and Loss statement for each fund, supporting managers in monitoring and managing their respective fund budgets.
- Assist the CEO in preparing financial reports for the Finance Committee and/or Board of Trustees and provide analysis on financial performance and fund movements.
- Collaborate with the CEO to develop and monitor the annual budget, ensuring alignment with the charity's goals and compliance with regulatory requirements.
- Maintain an up-to-date cash flow forecast to ensure the charity's financial health, anticipating any risks or funding needs.
- Compile and organise necessary documentation for the annual audit and financial review, liaising with external auditors as required.
- Track and report on fund movements on a quarterly basis, ensuring transparency and compliance with funder requirements.
- Support the creation and management of annual budgets.

- Process Gift Aid and GASDS claims, ensuring the charity maximizes eligible tax recovery from donations.
- Provide guidance and support to the fundraising team, particularly around the handling and processing of incoming donations and direct bank transfers.
- Contribute to the development and implementation of finance policies and procedures, ensuring that financial operations align with charity governance standards and statutory regulations in Scotland.
- Participate actively in team meetings, supporting the broader objectives and operations of Prostate Scotland, contributing to a collaborative and positive work environment.
- Lead and manage the transition from Sage to Xero, ensuring a smooth implementation and integration of financial data.
- Assist in refining and implementing changes to financial reports as requested by the Board, ensuring financial transparency and strategic insight for decision-making.
- Stay updated with charity finance regulations in Scotland, particularly in relation to OSCR (Office of the Scottish Charity Regulator) guidelines, ensuring all financial practices adhere to these standards.
- Undertake additional responsibilities as required, ensuring that all duties align with the charity's mission and objectives and are agreed upon with the CEO.

Perform duties as they arise, in agreement with the CEO and Head of Operations and Delivery.

Qualifications and Skills

Essential Experience

- Proficient in accounting software, with experience using Sage (or Xero if transitioned).
- Strong working knowledge of Microsoft 365, particularly Excel.
- Proven experience in bookkeeping and financial management within an organisational setting.
- Experience managing supplier relationships and processing transactions.
- Familiarity with database management and financial data handling.
- Demonstrated ability to produce accurate and comprehensive financial reports.
- Strong numeracy skills with attention to detail.
- Ability to work independently and within a small team.
- Excellent communication and organisational skills.

Skills and Abilities

- Strong numerical skills with attention to detail.
- Effective verbal and written communication abilities.
- Ability to work efficiently in a small, fast-paced office environment.
- Self-motivated with the ability to take initiative.
- Competent in using IT systems and related software.
- Proficient in generating and presenting accurate reports.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Ability to analyse financial data and provide insights to support decision-making.

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment.

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

