

Finance & Administration Coordinator

Job Description

Department: Finance & Administration	Function: Operational and financial administration of all A&BS activities, ensuring that the right systems and structures are in place to maintain the smooth running of the office.
Reports to: Head of Finance & Operations	Location: Head office / home based working
Manages: N/A	Contract Type: Full time, Maternity Cover

1. Role Purpose/ Impact

To manage and support the effective administration of Arts & Business Scotland (A&BS). The Finance & Administration Coordinator works closely with the Head of Finance & Operations to underpin the work of the organisation through the provision of support services covering the areas of: finance, HR and organisational administration. Providing admin support to the Senior Management Team and the grants scheme and maintaining the organisation's CRM system, including producing reports and analysis of data and budget administration, including planning & reporting. The role includes other operational and administration duties and events support as required.

2. Key Accountabilities

- Financial processing / daily bookkeeping, including: sales and purchase ledger – raising invoices / processing payments, reconciliations, initial problem solving, credit control, monthly payroll processing and petty cash.
- Provide administration support to the Head of Finance & Operations for the Culture and Business Fund Scotland grants scheme, including: processing of new application forms, carrying out eligibility checks, maintaining the organisation's CRM system. (Input data to keep the database up-to date and accurate, running reports, and tracking grants progress and responding to stages appropriately).
- Providing administration support to the Head of Finance & Operations for the recruitment of staff and administration of HR processes.
- Providing administrative support for the delivery of projects including Building Capacity, Developing Skills – Heritage project.

3. General requirements

- Supporting the day-to-day operations of the office including:
 - providing reception cover,
 - supporting Board meetings and other meetings – holidays/sickness cover - by taking and producing minutes,
 - providing IT support, including any desk-top troubleshooting,
 - maintaining the organisational diary,
- Work as a key member of the A&B Scotland team and undertake any relevant duties as may be reasonably required from time to time by the Senior Management Team and Stakeholder Management Team.

Personal Specification

Essential

- Excellent knowledge of MS Office 365 (inc. Word, Excel, Powerpoint & Outlook)
- At least 3 years' experience in a similar role
- Excellent attention to detail and accuracy
- Knowledge and experience of accounting and payroll systems
- Experience and high accuracy in data input and maintaining databases
- Ability to work as part of a team
- Strong time management skills - highly organised and able to work unsupervised
- Excellent communication on all levels

Desirable

- Experience of using Sage Accounts & Payroll 50
- Experience of using FileMaker
- Experience of working in a small organisation, charity / not for profit advantageous, but not essential