

Job Title: Finance and Data Officer
Employer: Forres Area Community Trust
Pay: £13.00 per hour (Subject to annual pay reviews by the FACT Board)
Hours of Work: 15 hours per week, worked flexibly to meet the needs of the job, which may include occasional weekend working on a rota basis
Responsible to: Operations and Finance Manager
Contract Length: 1 year – extension subject to funding

Job Purpose

Forres Area Community Trust (FACT) is a thriving third sector organisation that aims to make Forres a great place to live, work and play. As the organisation grows, the complexity to manage multiple streams of funding and performance data for our suite of projects and services, has similarly grown. Using accounts packages and data systems, we want to grow our own specialist who can shape a new way of recording and reporting on our performance to help further drive our organisation forwards. You will also be the go to person for managing FACT performance data, and sharing this across the team to help us continue to reach our project / work goals. Overall you will want to develop your business improvement techniques in this post to help create efficiencies, make the best use of technology, and gather and use information well to underpin our drive to success.

Person Specification

Essential

- Excellent administration and IT skills
- A love for collecting and working with data, and experience of standard accounting and data packages software
- Experience of book-keeping, accounting or recording of financial transactions, and of using accounting software (preferably Xero, but transferable skills with other packages also welcome)
- Excellent communication skills and an approachable manner
- An organised approach to work and excellent time management skills
- Experience of working with and supporting people
- Ability to work as part of a team and on own initiative
- Cooperative attitude

Desirable

- Able to analyse financial and non financial information and provide it in easily digestible formats including report writing
- Familiarity with 3rd sector organisations
- Knowledge of local Forres community and organisations in the area
- Experience of minute taking

Key Tasks

- Maintain accurate and efficient systems for financial administration.
- Ensure that all transactions for accounts payable and receivable, petty cash and payroll are carried out precisely and in a timely manner.
- Pursue any missed deposits and payments from customers.
- Ensure that all transactions are properly attributed to funding streams and projects and reconcile to bank accounts accurately.
- Support the preparation of end of the month and end of year financial statements.
- Extract financial data to facilitate claims for funding and carry out self critical audits to ensure that financial transactions are properly extracted from the records and claims for funding are accurate.
- Obtain quotes for goods and services, seeking value for money. Ensure adequate supplies are available across the organisation to support the operation of projects, services and the Town Hall.
- Undertake data collection and recording across the organisation to support the analysis of our performance and impact, including the use and development of specified recording systems. This may include client, volunteer, staff, board and stakeholder information.
- Extract performance data to support applications for funding, project reports and funding claims. Analyse, prepare and present the data as needed.
- As needed, provide a first point of contact at reception and act as a friendly and welcoming host.
- To act as one of the building first aiders and fire wardens.
- To ensure the maintenance of safe working practices and environments. Manage risks in relation to your area of work, ensuring FACT's policies and procedures are followed, and contributing to risk assessments and reviews of health and safety arrangements.
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and raise any causes for concerns about individuals arising in the course of your work
- To be committed to equal opportunities and to comply with FACT's diversity and equality policies.
- To be committed to professional self development making full use of training and development opportunities identified through appraisal and six monthly review processes.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.