



JOB DESCRIPTION & PERSON PROFILE

JOB TITLE :	Finance & Data Management Officer
RESPONSIBLE TO :	CEO
SALARY :	C1-C3 (26,056 – 28,279) Pro rata
HOURS :	21-28 hours per week
HOLIDAY ENTITLEMENT :	25 days annual leave plus 10 public holidays

YMCA Scotland is the national office of the YMCA Movement in Scotland, working in over 100 local communities across Scotland. We are currently seeking an experienced and qualified Finance and Data Management officer to join our small national staff team. Reporting to the CEO, your role will involve ensuring the day to day financial and data management functions at YMCA Scotland are carried out effectively. You will be responsible for processing salaries for a number of local YMCAs across Scotland and managing YMCA Scotland's direct mail donations and data. You will ensure that all financial reports for our funders are submitted accurately and on time and that our Executive and Resources Committees are furnished with quarterly management accounts and annual budget projections to enable them to govern effectively. You will provide sound and accurate financial support to the CEO.

MAIN RESPONSIBILITIES

- Supporting the CEO and management of YMCA Scotland through provision of financial information and guidance.
- Recording and processing of all financial transactions and monthly bank reconciliations
- Completion of financial information for funders and organising grant instalment claims
- Preparing quarterly management accounts for the Board of Directors
- Managing all data held for YMCA direct mail donors including updating recording all donations
- Administering regular HMRC Gift Aid claims
- Ensuring that all data held complies with GDPR guidelines
- Preparing and administering monthly payroll for YMCA Scotland
- Gathering payroll information and processing payroll payments for local YMCAs
- Management of ongoing Pension auto-enrolment requirements for all payrolls
- Preparing and monitoring annual YMCA Scotland budget
- Accessing and monitoring YMCA Scotland's investment portfolio reports
- Preparing audit file and draft accounts for annual audit
- Preparing financial information for the annual OSCR return
- Preparing financial reports for core and project funders
- Assisting in developing financial aspects of fundraising strategies and bids



- Advising Board/Management on improvements for financial and data management systems
- Participating in Executive and Resources sub-group meetings and offering informed financial input

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	
1	At least 2 years experience of general accounting and reconciliation work to audit level
2	Relevant qualification to HND or AAT standard
3	Effective use of IT and equipment, including aptitude in SAGE50 and Excel
4	Experience of preparing and monitoring budgets
5	Payroll management experience
6	Data management experience
7	Experience of working in the charity sector in a financial role
8	Proven ability in planning, prioritising and organising tasks and activities, and time management
9	Integrity, conscientiousness and commitment to accuracy
10	A high standard of communication skills
11	A commitment to quality and experience of implementing standards and procedures according to regulatory requirements.
12	A flexible working approach with an ability to take initiative, problem-solve and make decisions
13	Able to work within the Christian ethos and value base of the YMCA

DESIRABLE REQUIREMENTS	
1	Experience of reviewing, monitoring and improving financial systems
2	Experience of Raiser's Edge (or similar) fundraising database
3	Experience of HMRC Gift Aid claims

Please send your completed job application form to: Kerry Reilly, Chief Executive, YMCA Scotland, c/o SYP, Gordon Lamb House, 8 Jackson's Entry, Edinburgh EH8 8PJ or email it to kerry@ymcascotland.org

Closing date: 12 noon on Monday 5th March 2018