

Job Description

Title:	Finance Administrator
Reports To:	Administration Manager
Salary:	£17,000- £22,000
Location:	Calman Cancer Support Centre, 75 Shelley Road, Gartnavel Complex, Glasgow G12 0ZE
Contract:	Permanent
Hours:	Tuesday to Friday 8-4pm (1 hour unpaid lunch) Saturday 9-3:30 (30 mins break)
Annual Leave:	25 days plus 10 public bank holidays

About Cancer Support Scotland:

Cancer Support Scotland is here to provide emotional and practical support to those affected by Cancer. Offering counselling, complementary therapy, stress management and podiatry through one-to-one and groups based methods.

Founded by Sir Kenneth Calman in 1980, Cancer Support Scotland is dedicated to supporting people affected by cancer. The Charity, formally known as "Tak "Tent", is based within the grounds of Gartnavel Hospital, Glasgow and also has outreach services located across the west and central Scotland.

In the last year Cancer Support Scotland has offered over 6,000 appointments and demand for our services is steadily rising. This means the charity needs to be as strong as it can be in terms of fundraising efforts and having the very best people.

The Post:

We are looking for a committed and highly organised individual who will join our team as an Finance Administrator. This role is vital to ensuring we are a highly efficient and effective organisation. This role will focus on providing supporting on our financial recording whilst supporting our reception.

Main Responsibilities

Administration

- When required, provide a reception and information service, including dealing with general enquiries from members of the centre, service users and the public
- Support the organisation to provide an exceptional customer service experience and support the creation of appointments
- To provide support to volunteers and assist with training, as required

Financial

- To assist with the regular financial reconciliation and processing of all income and expenditure
- To arrange payment of invoices and allocation of nominal coding for all transactions
- To assist with direct transactions and the purchase of on-sale items
- To assist with cash floats, management of petty cash and daily banking procedures
- To assist with income scheduling, recording of service payments
- To support to production of regular financial reports

General Responsibilities

- To ensure all records are kept up to date and consistent
- To maintain confidentiality regarding client information at all times
- To liaise with relevant staff and outside agencies as requested
- To attend internal and external meetings as required
- To strictly adhere to organisational the Health and Safety policy at all times
- To operate within the organisational equal opportunities policy framework and implement the policy within this area of work
- To operate within the policies and procedures set out by the organisation
- Any other duties that are required and relevant to this role

Personal Profile

	Essential	Desirable
Skills, Knowledge and Experiences	<ul style="list-style-type: none"> • Excellent planning and organisation skills. • Excellent interpersonal, written, and verbal communication skills. • Strong understanding of equal opportunity and confidence to translate these into effective action • First class digital and admin skills with the ability to work with relevant packages: Office 365. • Working knowledge of using an accounting package (Xero / Sage) • A strong team player with the ability to work in collaboration across the charity • Strong track record of financial book/ record keeping. • Ability to work flexibly in response to changing organisational requirements. 	<ul style="list-style-type: none"> • An understanding of the challenges those affected by cancer face • Advanced user of Microsoft Excel Packages • Experience of using appointment booking systems such as Timely

How to apply

You can apply with a tailored covering letter and a two page tailored C.V to recruitment@cancersupportscotland.org by 12noon on 20 February 2019.