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| **Job Title:** | Finance and Admin Assistant  |
| **Hours of Work:** | 21 hours per week (hours of work to be agreed with some level of flexibility in how these are worked) |
| **Contract Type:** | Fixed Term – 1 year  |
| **Salary:**  | £23,650 pro rata  |
| **Office base:** | Norton Park, Albion Road, Edinburgh. Please note that this role will be office based.  |
| **Responsible to:** | Chief Executive Officer |
| **Responsible for:** | n/a |

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| **Role purpose:** |
| The Finance and Administrative Assistant will provide both financial and administrative support to the CEO and staff team. This office-based role will support the day-to-day operational functions of the organisation.  |
| **Key responsibilities and deliverables:** |
| **Finance Tasks*** Provide effective financial processing to support the implementation of U-evolves finance policy and procedures.
* Responsible for invoicing, processing payments, reconciliations, and petty cash systems utilising QuickBooks software
* Work closely with the CEO and treasurer, providing financial updates to support budgeting.
* Source cost effective resources, office supplies and contractors to keep expense costs to a minimum.

**Administrative Tasks** * Provide administrative support to all parts of the organisation.
* Support the day-to-day operations of our office at Norton Park including coordinating office cover, dealing with enquiries and visitors, and managing our e mail enquiry and referrals inboxes.
* Main point of contact for Norton Park communication
* Carrying out Protection of Vulnerable Groups Checks and maintaining associated admin and record keeping.
* Spreadsheet and database maintenance

**Governance Support** * Support the CEO with legislative and governance compliance.
* Attend board meetings and take minutes.

**Supervision and Personal Development** * Establish and maintain routines for self-reflection and self-care to ensure you are safeguarding your own mental health.
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**Additional duties**

This job description is a guide to the duties and responsibilities of the role and is not an exhaustive list of tasks. The job holder may be asked to undertake any other reasonable duties for which they are trained, or which may support the activities of the organisation.

**Special Conditions**

All roles at U-evolve are subject to the receipt of two suitable references and membership of the Protection of Vulnerable Groups Register with Disclosure Scotland and will be subject to a probationary period.

**Acknowledgement**

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| I have read the Therapeutic Coach job description and understand the expectations of my role at U-evolve. |
| Employee signature: | Date: |
| Manager signature: | Date: |

**Person specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| 1. | Finance and administration experience relevant to the role, preferably within the charity sector | ✓ |  |
|  | Experience using finance and bookkeeping systems in particular Quickbooks  | ✓ |  |
|  | Excellent IT skills with a sound knowledge of outlook, teams and excel | ✓ |  |
|  | Experience in administrative processes in relation to record-keeping, minute taking, confidential processing of information and data protection. | ✓ |  |
|  | Experience of working with third party contractors- equipment engineers, IT companies, cleaning companies etc | ✓ |  |
|  | An understanding of trauma informed approaches and working with young people who have experienced social exclusion, and poverty  |  | ✓ |
|  | Committed to and can demonstrate ongoing and continuous professional development | ✓ |  |
|  | Meeting the requirements of registration and membership of Disclosure Scotland’s Protection of Vulnerable Groups Scheme  | ✓ |  |

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| **Skills & Attributes** | **Essential** | **Desirable** |
|  | Efficient and able to effectively plan and organise work | ✓ |  |
|  | Ability to manage time effectively prioritising areas of work according to need.  | ✓ |  |
|  | Excellent Communication Skills | ✓ |  |
|  | Excellent organisational skills with good attention to detail, particularly in relation to financial management. | ✓ |  |
|  | Resilience and resourcefulness to work effectively under pressure and to tight deadlines. | ✓ |  |
|  | Demonstrate an ability to absorb a wide range of information and deal with confidential issues. | ✓ |  |
|  | Ability to work as part of a team and provide support to team members.  | ✓ |  |
|  | Able to work flexibly to meet changing needs of the organisation. | ✓ |  |
|  | Values-driven and highly motivated to make a difference to communities and young people in Edinburgh. | ✓ |  |