



Finance Officer (0.4 FTE)

Job Description

1. To support the day-to-day finance administration across the organisation. The Finance Officer will work closely with all management staff specifically with the Chief Operating Officer in all aspects of organisational Financial Management to ensure the financial integrity of the organisation

Accountability

2. The post will report to and be line-managed by Chief Operating Officer
3. The post will be part of the Business Support Team

Responsibilities

4. Accounts Payable

Accurately recording all purchase invoices on Sage 50 Accounts Plus ensuring correct coding and authorisation

Manage payment runs and banking as well as creditor reconciliation

Dealing with internal and external queries with a timely resolution

5. Accounts Receivable

Process and allocate large amounts of payments

Create accurate and professional invoices in line with staff requests

Reviewing and checking income payments from customers

Processing credit notes and verifying paperwork

Producing monthly aged debtor reports and chasing payments

Key Deliverable

6. To provide the highest quality financial administrative support and ensure the smooth running of day-to-day financial operations of a busy office.
7. Specific deliverables will be agreed with line manager based on allocated areas of work

Other Duties

8. Undertake all other activities as directed by **basketballscotland** SMT



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Person Specification

9. The Person Specifications for this position are detailed in the table below.

Application Details

10. Applicants should send an up to date CV and covering letter showing suitability for the role in line with the person specification to the address below.

Closing Date

11. All applications should be received in office by **9am 1st November 2017**. Late applications will not be considered. Applicants will be notified within one week of closing if they are required for interview. It is anticipated interviews will be conducted week beginning **6th November 2017**.

Contact

12. Applications should be marked 'Private and confidential' and sent to:

Email: **hr@basketball-scotland.com**

Post: **Human Resources Manager, basketballscotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ**



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13. Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and Attainments	A relevant financial qualification or a minimum of three years' financial experience	A formal qualification in business administration
Work & Other Experience	Experience of providing high quality administrative and financial support in a high pressure environment	Experience working in public sector
Skills	<p>Outstanding IT skills, including Microsoft Office</p> <p>Excellent planning and organising skills.</p> <p>Able to effectively move between projects and quickly pick up requirements</p> <p>Ability to successfully communicate with a variety of stakeholders such as volunteers and tutors and colleagues.</p> <p>Able to use initiative</p> <p>Focus on getting things done efficiently and effectively</p>	<p>Experience using accounting programmes (Sage Line 50)</p> <p>Experience using Google forms</p> <p>Data entry skills</p>
Personal Disposition	Clearly demonstrate and embody the organisation's core values in everything you do	



Terms and Conditions

14. Duration

The post will be appointed on a permanent basis with a three month probationary period.

15. Salary

The salary for this position is £16,000 per annum pro rata.

16. Leave

Annual leave entitlement is 25 days per annum plus 10 public holidays pro rata

17. Pension

basketballscotland will offer employees auto enrolled pensions in line with government regulations.

18. Hours of Work

Part time - 15 Hours per week

Days of work can be determined to suit the organisation and the successful candidate.

There is also potential (whilst not guaranteed) for the role to grow into more hours in the future given the incredible development of the game in Scotland.

19. Place of Work

This post will be based at **basketballscotland**, Caledonia House South Gyle Edinburgh EH12 9DQ.