



FINANCE COORDINATOR

JOB DESCRIPTION:

Job Title:	Finance Coordinator
Hours:	0.6-0.8 FTE (21-28 hours)
Location:	Stirling Office base (Hybrid working supported)
Salary:	£32,564 - £34,752 FTE
Reporting to:	Chief Executive
Key Relationships:	Staff, Board, Funders, Members, Suppliers, HR consultants, Auditor

Job Purpose:

The Circular Communities Scotland Finance Coordinator is responsible for overseeing the finances of the organization as well as supporting the smooth running of the office environment and ensuring compliance with legal and governance requirements. This is to ensure that:

- We maintain accurate records of our finances and can produce accurate audited financial accounts.
- The CEO and Board of Circular Communities Scotland have timely and accurate financial information which enables solid financial planning to underpin the strategic planning of Circular Communities Scotland.
- Good value from, and strong partnerships with, our suppliers along with low levels of bad debt from our customers and membership.
- All current legislation and reporting requirements are complied with (OSCR, Companies House, HMRC, HSE etc.)
- Support basic human resource processes in the organisation supported by external HR consultant
- The staff of Circular Communities Scotland have a good working office environment in which to work.

Key Responsibilities and Tasks

1. Finance Operations (*evidenced by smooth and efficient finance operations, good value for money, low levels of bad debt, effective financial controls*).

- Process monthly payroll accurately ensuring staff are paid promptly.
- Ensure taxes are paid promptly and HMRC reporting (real-time reporting) is completed by required deadlines.
- Manage relationship with pension provider and ensure pension obligations are met.
- Process sales invoices for annual membership and pay suppliers.
- Process authorised expenses making payments to staff or Board members.
- Monitor outstanding debt and chase to ensure low levels of bad/aged debt.
- Produce monthly bank reconciliation following up any exceptions.
- Prepare funding claims for all funding streams.
- Prepare quarterly VAT returns.



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2. Finance Management *(evidenced by timely and accurate financial reports delivered to CEO and Board which underpin key financial monitoring and planning tasks).*

- Support CEO in producing annual budget for Circular Communities Scotland & Circular Enterprises.
- Produce budgets for projects/funding applications.
- Produce monthly income, expenditure, aged debt and cash flow reports and closely monitor variations from budget.
- Provide management accounts for both Circular Communities Scotland & Circular Enterprises monthly for CEO and Board.
- Produce ad-hoc financial reports as and when required by CEO, Treasurer and Board.
- Support implementation of strong financial systems (based on accounting software QuickBooks) and financial controls (e.g. delegated authority, banking signatories etc.) to ensure effective and efficient running of Circular Communities Scotland finances.

3. Office Management *(evidenced by flourishing office environment enjoyed by staff, good value for money from key suppliers, strong partnerships with suppliers).*

- Liaising with landlord regarding lease for office and any issues relating to the office.
- Negotiate and renegotiate all contracts for office contracts (utilities, telecoms, IT etc.) ensuring good value for money and strong service levels for Circular Communities Scotland.
- Order stationery and other items required for office as and when required.
- Liaise with key suppliers (IT, Telecoms etc) regarding any service levels.

4. Human Resources Management *(evidenced by strong processes for joiners and leavers, up to date staff handbook and good relationship with HR Consultant).*

- Provide a first point of contact for staff in relation to HR queries
- Keep staff handbook and wider policies up to date and communicated with staff.
- Ensure key information and records are maintained for all staff and contracts (using HR system BreatheHR).
- Support the induction and orientation of new staff.
- Other personnel duties as and when required.

5. Governance/Compliance *(Evidenced by compliance with all relevant legislation and governing body requirements, satisfactory outcome from audits and inspections).*

- Timely and accurate completion of annual return to OSCR and compliance with wider charity compliance
- Timely and accurate completion of all notifications and reporting to Companies House (e.g. changes in directors)
- Ensure Circular Communities Scotland is compliant with HMRC and submits all information within the correct timescales.
- Liaising with auditor and providing information required for Audit of Annual Accounts
- Fulfil the role of Health & Safety Officer for Circular Communities Scotland ensuring compliance with current HSE regulations (e.g. annual VDU assessments).
- Ensure Circular Communities Scotland complies with all GDPR regulations and fulfil



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the role of Data Protection Officer.

- Fulfil the role of Safeguarding Officer acting as a point of reference for staff relating to safeguarding concerns.

6. Other Duties

- Organisation of personal workload and general administration.
- Attend relevant training courses and conferences.
- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.
- Other duties as agreed with the Chief Executive.

PERSON SPECIFICATION

Criteria	Primary	Secondary
Personal Attributes		
A strong team-player, positive and enthusiastic	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Ability to plan and handle peak periods of activity (e.g. month, quarter and year end).	✓	
Able to manage multiple work streams simultaneously and hit deadlines	✓	
Key Skills		
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Strong book-keeping and financial accounting skills (ideally but not essentially of QuickBooks)	✓	
Ability to understand financial reports, identify and communicate key variances and trends	✓	
Good IT skills particularly competency with Microsoft Excel	✓	
Qualifications		
Relevant qualifications or professional membership relevant to finance, bookkeeping		✓
Experience		
At least three years working in a finance role	✓	
Experience of managing key governance reporting requirements (e.g. Companies House, OSCR, HMRC etc.)	✓	
Awareness of wider governance responsibilities – Health & Safety, Data Protection, Safeguarding (Training can be provided if required)		✓
Experience of third/social enterprise sector and or environmental/social campaigning		✓