



JOB DESCRIPTION

FINANCE AND ADMINISTRATION OFFICER

Please contact recruitment@haddingtoncab.org.uk for an application pack.

Closing date is 12 noon on Monday 28th July 2025

Reporting to: Chief Executive

Role Purpose: Provide administrative and finance support to the Executive Team

Contractual Conditions: 21 hours per week

Staff Managed: None

Salary Band: (£25,000 pro rata)

Responsibilities:

- Preparation of payroll information for submission to external payroll administrator.
- Ensure compliance with Pension Regulator rules for auto enrolment.
- Responsible for all banking arrangements, including monthly payments runs and bulk payments
- Responsible for ensuring traceability and transparency of all financial transactions.
- Preparation of invoices.
- Preparation of financial reports for funding bodies.
- Data input into "Quickbooks" software system for income and expenditure
- Reconciling monthly accounts to relevant bank statement
- Complete end-of-year accounting procedures, and submit data to the auditors
- Prepare and submit returns to OSCR order to meet charity regulations
- Attend regular staff meetings and take minutes.
- Prepare finance papers and summary financial reports for Board meetings.
- Organise and participate in our Annual General Meeting (AGM)
- Human Resources: maintenance of staff personnel files, annual and sickness leave records etc.
- Other general administrative duties.

Training and development

- Identify and implement own training and development needs
- Attend in-house and external training courses as appropriate

Scottish Charity No. SC000814

- Work with line manager to ensure defined performance and organisational standards are met

Other duties and responsibilities

- Carry out any other tasks as required ensuring the effective delivery and development of the service.
- Provide general assistance as required and as directed.
- Abide by health and safety guidelines and share responsibility for own safety
- Ensure that all work conforms to Haddington CAB policies and procedures and the membership standards of the Scottish Association of Citizens Advice Bureau and Scottish National Standards for Information and Advice Providers.

PERSON SPECIFICATION

Essential

Qualifications and Experience

- Proven experience in finance and administration roles.
- Proficiency in using QuickBooks or similar accounting software.
- Competence in Microsoft Office applications (Word, Excel, Outlook).

Skills and Abilities

- Strong organisational and time management skills.
- High level of accuracy and attention to detail in financial reporting.
- Ability to manage confidential information with discretion.
- Effective communication and interpersonal skills.

Personal Attributes

- Proactive and self-motivated.
- Flexible and adaptable to changing priorities.
- Commitment to the values and aims of Haddington Citizens Advice Bureau.

Desirable

Experience and Knowledge

- Experience working in the voluntary or advice sector.
- Familiarity with payroll systems and pension administration.
- Understanding of regulatory requirements (e.g., OSCR, Companies House).
- Experience in minute-taking and report writing.