

Finance Administrator

Salary	£21,000.00 - £23,000.00 Pro-rata, dependent on experience
Annual Leave entitlement	25 days (plus 10 bank holidays)
Working hours	Part time – 2.5 days a week but will consider flexible working
Contract	Permanent contract
Location	Ratho, Edinburgh (currently hybrid-working)

Closing date for applications: 28/01/2022

Online interviews for this role will take place w/c 07/02/2022

Given the current Covid-19 pandemic, all first stage interviews will take place via Teams calls and a degree of flexibility will be required. We appreciate your understanding on this matter.

Please send CV and covering letter to: Humanresources@foodanddrink.scot with the title of the job you are applying for in the subject line.

BACKGROUND

The finance department is responsible for all finance transactions within Scotland Food & Drink, as well as grant claims, payroll, income, expenditure and expenses.

ABOUT SCOTLAND FOOD & DRINK

Scotland Food & Drink is the industry leadership body for the sector, representing over 460 members and providing a unique platform for collaboration between industry and the Scottish Government to help drive responsible growth and secure Scotland's reputation as a land of food and drink.

Prior to the pandemic, Scotland's food and drink industry had gone from strength to strength. The sector was worth £14.8 billion, employing 115,000 people across the whole of Scotland. From its record high value, the sector has contracted over the past 12-15 months as Coronavirus and Brexit impacts shook the global and UK economies.

To set the industry back on its remarkable growth path, the Scotland Food & Drink Partnership is leading on delivery of the *Recovery Plan*. With over 50 actions the plan brings together businesses and trade organisations from across the sector to boost economic activity and speed up the recovery. The plan is backed by the Scottish Government with a £15 million investment to realise the strategy.

At Scotland Food & Drink our culture is very important to us. We believe working with us should be a hugely positive experience and we live and work by our core values:

Ambition – we are passionate about making a difference.

Collaboration - our impact comes from harnessing the individual strengths of our people and our partners, forging a strong team spirit. We have each other's backs.

Respect – we all set the tone, taking personal responsibility for our actions, embracing empathy and generating a world class external reputation.

Balance - work is important, life is everything. Success is doing both well.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

JOB ROLE

Reporting to the Finance Manager, a new post of Finance Administrator is being created with responsibility for primarily supporting the Finance Manager with the smooth running of the finance department. The Finance Administrator will be responsible for performing a variety of financial and administrative duties that support the daily, monthly, quarterly and annual activities required to achieve and maintain the financial health of Scotland Food & Drink. The Finance Administrator will maintain accurate records and is required to always remain compliant with all laws and company policies. This means our financial administrator will have high ethics, integrity and accountability.

DUTIES & RESPONSIBILITIES

Financial duties include:

- Assist with purchase and sales ledger
- Assist with membership payments, card payments, banking,
- Assist with staff expenses and credit card payments
- Prepare accounts for payments received and purchases made by the organisation
- Controls day to day incomes and expenditures
- Updating accountancy software and pulling regular reports
- Regular use of Excel for analysis, reconciliation of data and data entry

Administrative duties may include:

- Front desk customer service, including answering phones and greeting guests when in the office
- Keep a tidy and appropriate reception area
- Manage schedules for appointments and deadlines
- Assisting with external meetings
- Take clear messages and communicate effectively with clients, team members, and management
- Develop and maintain administrative processes
- Keep an organised file system
- Take inventory of supplies and restock when needed e.g. stationary

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Motivated individual with previous working knowledge of Xero is essential
- Administration experience in a complex organisation ideally within a team support capacity
- Skilled in use of Microsoft Office Tools (Word/Excel/Powerpoint/Outlook)
- Experience in using and maintaining CRM systems
- Highly organised and good time management ability. Proven ability to work to deadlines
- High attention to detail and ability to multi-task at speed in a busy environment.
- Confident communicator with good verbal and written skills
- Collaborative team player with good people skills and able to work effectively in teams and across an organisation.

Desirable:

- Previous experience working within a similar financial administration role
- Good understanding of the Scottish food and drink sector
- Genuine interest/passion for food and drink