

## Foundation Scotland

Foundation Scotland is part of a global network of 1,800 community foundations which encourage philanthropy and other independent funding, and which strengthen voluntary and community sectors where they operate. A quality accredited, independent registered charity, Foundation Scotland is the only community foundation in Scotland. With a national role, we enable independent funding to improve the lives of individuals and communities.

## Finance and Accounting Services

The purpose of the Finance and Accounting Team is to provide high quality, professional financial support and advice to the staff, volunteers, clients, suppliers and regulators of Foundation Scotland. The team provides the following services:

- Staff Remuneration – payroll and deductions processing, pension administration
- Income – invoicing, credit control, advice on Contribution Levels
- Expenditure – invoice processing, expenses administration and related payments
- Grantee Payments – payment and remittance dispatch
- Fund Accounting - statement reconciliation, balance confirmations
- Taxation – managing tax requirements and obligations [PAYE, VAT, Gift Aid]
- Investment Accounting – establishing and closing funds, monitoring performance
- Management Accounts – compiling monthly accounts for teams,
- Annual Accounts – preparation and liaison with auditors
- Budget and other financial projections – preparation and related scenario planning
- Treasury Management – optimising cash and cash-flow reporting
- Training and Support to all Foundation Scotland staff in connection with the above

## The Role

### Purpose

#### **Reporting to the Accountant, the role will:**

- Ensure that Purchase Ledger and Banking transactions are timeously and accurately processed.
- Import grants, admin fees, gift aid and donations transactions from Salesforce, ensuring data integrity and that related control accounts are reconciled.
- Prepare the weekly payment runs for Grantees, Suppliers and Staff Expenses.
- Assist colleagues with reconciliation of ledger accounts and review of balances for accuracy.
- Support colleagues in the production of timeous and accurate financial and statistical information for internal and external stakeholders.
- Adopt a continuous improvement approach and provide support with general finance and systems enquiries from colleagues
- Adhere to the team Service Levels Agreement with stakeholders.

## Working with

- Colleagues
- Suppliers
- Customers
- Grant Applicants [assisting with payment queries]
- Donors [assisting with donation queries]
- Banks
- External Audit

## Main Responsibilities

1. Transaction Processing
  - Process purchase invoices, expense claims and credit card returns ensuring they are correctly coded and comply with Foundation Scotland policies and procedures.
  - Code and upload bank transactions into the Finance System.
2. Payment Runs
  - Work with Finance and Operations colleagues to ensure that grant payments are paid weekly and that related remittances are distributed electronically.
  - Work with Finance colleagues to ensure Purchase Ledger payment runs [including staff expense claims] are paid weekly and remittances distributed.
3. Support and Advice
  - Provide advice and support to colleagues on general accounting and system queries.
  - Work with colleagues to design training materials and document processes and procedures on accounting and finance topics for colleagues.
  - Support the preparation of the quarterly VAT return.
4. Administrative Support
  - Provide administrative support during the onboarding and induction of new staff members.
  - Provide support with the issuance and review of compliance returns.
  - Assist with the preparation of documents and presentations.
  - Support document management, filing, and archiving financial information.
  - Working with colleagues to ensure there is data integrity across finance and related systems.
5. Management Accounts, Statutory Accounts and Budgeting
  - Working with colleagues to support the monthly management accounts process for budget holders reviewing variances and making necessary corrections.
  - Working with colleagues and co-operating with the external auditors, support the preparation of the year end Statutory Accounts.
6. Systems Optimisation
  - Working with colleagues to review existing finance and administrative processes, identifying and implementing improvements to ensure efficiency and compliance.
  - Contribute to the writing of finance policies, procedures and guides.
  - Participate in cross-organisation working groups and project teams as required.

## Person Specification

### Essential

- Experience as a Finance / Accounts Assistant or a similar role
- Accounting knowledge – AAT, HNC accounting level
- Understanding of accounting controls and processes
- Experience using Finance software
- Strong IT skills – particularly MS Excel
- Good communicator with the ability to build relationships across the organisation
- Strong organisational and prioritisation skills
- Ability to work under pressure, to tight deadlines with a positive constructive attitude
- Proactive with a commitment to customer service
- A demonstrable commitment to ongoing learning, development, and adaptability

### Desirable

- Experience of SunSystems
- Experience of SalesForce / Databases
- Experience of a non-profit environment