

## Finance Officer 21 hours a week Job Description

**Contract type:** Fixed term contract  
**Location:** LINK HQ, Perth  
**Nature:** Financial & Office administration  
**Reports to:** Director of Finance and Operations  
**Hours:** 21 hours per week

LINK is the national intermediary for Scotland's voluntary, citizen-led, environmental organisations, with over 40 member organisations and a collective membership of around 500,000 people. Members represent a wide range of environmental interests including land managers, service providers, campaigners, policy experts on issues including agriculture, wildlife, landscape, health and wellbeing, environmental economics, environmental governance and environmental justice. They have a common goal of contributing to a more environmentally sustainable society. LINK's aim is to secure sustainable development in and beyond Scotland, where all aspects of the country's environment are valued to enhance the quality of life for all.

### Job Purpose:

To manage the day-to-day financial administration. This role is crucial in ensuring accurate financial record-keeping, supporting compliance with funder requirements and facilitating excellent and compliant financial operations of LINK. To support LINK's IT environment and coordinate the interface with LINK's IT support firm.

To support the Director of Finance and Operations in financial administrations tasks.

### Key Responsibilities:

#### Financial Management and Reporting:

- Maintain (and enhance as required) a well-documented financial management process for LINK
- Maintain the financial ledger records, making appropriate recommendations on methods of recording and monitoring budgetary outcome
- Working with Director of Finance and Operations, prepare regular budget reports for established funders, supporting timely grant payment receipts
- Support the Director of Finance and Operations to produce end of year accounting information for external accountants for annual account production and auditing
- Contribute other information as needed to the production of the annual report, long and short versions

- Be the day to day interface with member representatives as well as potential member organisations on their current income levels and resulting LINK subscription rates.
- Ensure member, supporter and co-optee subscription rates are processed and received annually.
- Deal with LINK's day to day banking operations (including online), monitor cash flow and reserves, and, in conjunction with Director of Finance and Operations, identify appropriate banking options for LINK
- Produce invoices for payments due to LINK and monitor payments by creditors
- Administer the staff expenses, advising staff in relation, and petty cash systems
- Support the Director of Finance and Operations with the coordination of monthly staff payroll in liaison with payroll service providers
- Coordinate LINK's pension arrangements complying with legislation, administering monthly pension payments and being the main interface to LINK's pension provider and for staff enquiries in relation
- Support staff in arranging travel and accommodation where necessary
- Undertake bank reconciliations each month for current accounts and annually for savings accounts
- Monthly updating of quarterly outturn in liaison with Director of Finance and Operations

#### Office Management and Administration

- Administer and ensure efficient running of the LINK Perth office at all times (including equipment, layout)
- Oversee annual inspections for fire and PAT testing for both offices, ongoing maintenance/refurbishment of offices and equipment, including phones
- Ensure that office and staff equipment inventories are regularly updated
- Administer promotion and use of LINK's online meeting facilities and rental of Perth office hotdesk facilities, including managing diary/bookings, liaison with parties sub-letting desk space, ensuring cleaning and provisioning for parties using the premises, advice to users on security, use of online meeting space
- Order and manage supplies and equipment for LINK offices and projects
- Manage ongoing collection and recording of carbon accounting data for office and all staff
- Provide Perth based event management support including: ; provision of support for other non Edinburgh LINK conferences (bookings, badging, signage, potentially assisting at events); arranging catering for Board and Network meetings, and for workshops on occasion
- Maintain and manage the administration of office systems, including both paper and electronic filing systems
- Update systems and improve processes where appropriate for financial and other areas, to improve the organisation's overall effectiveness

#### Information Technology

- Be the main interface with IT support providers, encouraging a constructive relationship between staff and the company. This includes overseeing quality of service, escalating requests made by staff where appropriate, overseeing changes in the virtual environment and hardware and software, ensuring appropriate trouble-shooting arrangements are in place



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- Be the main interface to wider IT service suppliers including for broadband, phones, mobile phones and the websites

### Information Management

- maintain online files and record systems, ensuring all staff use the systems effectively
- Support staff and organisation to be compliant with the General Data Protection Regulation
- Assist in the preparation of annual reports, Board reports and relevant publications and materials
- First point of contact for phone communication and paper correspondence directed to LINK HQ
- Provide information about LINK services to members and the public in response to such enquiries, fielding more detailed requests for to appropriate staff/players

### **Relationships**

Internal:

The Finance Officer is a member of the LINK Operations staff team. Close working relationships and regular liaison are essential with LINK staff in both offices and with the out-posted members of staff.

This post reports to Director of Finance and Operations.

Liaison with member organisations, are important in supporting effective operations.

External:

The role also relies on constructive working relationships with a range of other organisations and contacts.

The Finance Officer has an important role in responding to enquiries coming through the LINK office from members and external players. This entails good, up-to-date working knowledge of the network, its priorities and structures

### **Representation**

First point of contact for external enquiries to the Perth office, requiring appropriate knowledge of the network, its structures, players and services.



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