



southern uplands partnership
living land, living community

JOB DESCRIPTION

Post Title:	Finance / Administrative Assistant
Base:	Shieldhill, Lockerbie, DG11 1SF and/or Hillend Mill, Kirkgunzeon, DG2 8LA SUP operates a flexible working policy which can include some working from home, by arrangement.
Responsible To:	Finance / Operations Manager
Salary:	£25,000 - £27,000 pa fte (£15,000 - £16,200 pa pro rata) Placing dependent on experience
Pension contribution:	Employer contribution 8% of salary Employee contribution 5% of salary (4% with tax relief)
Contract Period:	Permanent, subject to funding As SUP does not receive core funding, its survival is dependent on its staff raising funds through project development, project management and facilitation services.
Contract Hours:	22.5 hours (3 days) per week It may occasionally necessary to attend meetings outwith normal working hours (weekends and evenings, for which time off in lieu will be given). No overtime is payable.
Leave:	36 days and 4 public holidays pa fte (24 days pro rata)
Probationary Period:	Three months
Notice Period:	Minimum of one months' notice
Travel:	Travel costs incurred in the course of work will be reimbursed monthly in arrears, currently at a rate of £0.45/mile.

Southern Uplands Partnership (SUP)'s Charitable Objectives

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

Job Purpose

SUP Is seeking to employ a responsible, highly organised, self-motivated, part-time Finance / Administrative Assistant to perform a variety of financial, administrative and clerical tasks to assist the Finance / Operations Manager in the smooth running of the organisation.

The Southern Uplands Partnership

Registered Office: Studio 2, Lindean Mill, Galashiels, TD1 3PE. **Telephone** 01750 725154
Company No. 200827. Charity No. SC029475. Registered in Scotland.

As well as the Southern Uplands Partnership (charity), the postholder will assist with financial / administrative requirements of the trading arm and wholly-owned subsidiary, Southern Uplands Partnership Services Ltd. SUP is also currently contracted to provide a financial and secretariat service for Dumfriesshire East Community Benefit Group (DECBG), for which it administers an open grant application process for Ewe Hill 16 Community Benefit Fund and Solwaybank Community Benefit Fund.

Main Duties

Financial

- Process invoices for payment and ensure associated accounting records are updated accordingly – Sage accounting software, Cashbooks, project / budget spreadsheets.
- Maintain record of and issue Invoices to customers / funding partners.
- Checking of employee expense claims, travel claims and other procedures so that claims meet required standards.
- Assist with compiling financial information for project fund audits and annual audit.
- Assist with the procurement of equipment, stationery and consumables (following Company procedures).
- Assist with preparation of financial reports / statistics / projections on project budgets for staff team and Steering / Management Groups.
- Ensure all financial evidence is filed and assist with compilation of grant claims.
- Assist with administration of grant schemes.
- Scanning and photocopying as required.

General

- Plan and attend meetings and produce Minutes of meetings within agreed timescales.
- Assist with making travel arrangements, booking accommodation, organising meetings, conferences etc.
- Assist with organisation of various stages of recruitment process when required.
- Assist staff team with IT enquiries, where possible.
- Proof reading and quality control of important documents (e.g. funding applications), as required.
- Updates to website and blogs, social media posts and sending of e-newsletters as appropriate.
- Maintain mailing list and membership records.
- Answer queries / liaison with grant scheme applicants.
- Carry out other administrative work as required.

No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Finance / Operations Manager.

More information on SUP and its diverse range of projects can be found on the website www.sup.org.uk

Application Process

To apply for this position, please download and complete the Application Form from [Recruitment | Southern Uplands Partnership \(sup.org.uk\)](http://Recruitment | Southern Uplands Partnership (sup.org.uk))

Applications should be submitted by email to recruitment@sup.org.uk by **9.00 am on Monday 18th September 2023.**

PERSON SPECIFICATION

FINANCE / ADMINISTRATIVE ASSISTANT

KNOWLEDGE AND EXPERIENCE

Essential

- At least three years relevant experience, working in a small busy organisation.
- Excellent working knowledge and experience of using Microsoft Office suite – in particular, Microsoft Excel, Word, Outlook, Powerpoint.
- Book-keeping or accounting skills and experience of working with budgets.

Desirable

- Experience using Sage Line 50 accounting software.
- Experience of charities and the third sector would be an advantage.
- Knowledge of procurement and purchasing.
- Knowledge of digital communications platforms (Zoom, Microsoft Teams, Mailchimp, SurveyMonkey, Social Media platforms, etc).

SKILLS

Essential

- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail.
- Organisational and planning skills.
- A full and current driving licence with access to a car.

Desirable

- Ability to work to tight deadlines and use initiative.
- Ability to work independently with minimal supervision and as part of a small team.

PERSONAL ATTRIBUTES

Essential

- Maintain confidentiality of all project related and Company information.
- Ability to relate well to a diverse range of occupations, organisations and key partners.
- Willingness to work flexible working hours, to meet the needs of the workload and organisation.
- Self-motivated and enthusiastic.
- Reliable and punctual.

Desirable

- Strong commitment to the aims and objectives of the organisation.



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