

RSABI: Finance and Digital Assistant



- Full time, 37.5 hours weekly
- Home-based
- Salary range: £24,000 - £27,000 per annum
- 34 days annual holiday
- 5% matched pension

We are recruiting a Finance and Digital Assistant to join our dedicated team.

RSABI's confidential and non-judgmental support is delivered on a one-to-one basis by experienced welfare staff, and volunteers. The charity is an approachable and caring source of support and financial assistance, tailored to the needs of the applicant, and delivered with complete confidentiality. The team access professional support when required such as but not limited to counselling, mediation, business advice, legal advice, and benefit advice. Funding is provided through the management of membership schemes, donations, sales, fundraising and grant providers.

Welfare, Development and Administration teams, volunteers and trustees are supported by a finance and digital function which utilises integrated cloud services to allow streamlined remote working and reporting.

Purpose of the Role

The purpose of this role is to:

1. Assist in the management and control of the financial administration of the Charity.
2. Support in the maintenance and development of the Charity's digital and IT infrastructure to ensure it is up-to-date and delivering the required outputs for all users.

Key Duties and Responsibilities

Finance

- Administer day-to-day financial operations within the Charity, such as invoicing, grants to clients and other transactions.
- Prepare and analyse financial reports and market trends.
- Review financial data and prepare monthly and annual reports.
- Maintain financial policies and procedures for the Charity.
- Understand and adhere to financial regulations and legislation.
- Monitor incoming mail, scanning and creating system entries.
- Maintain relationships with customers and suppliers, including out-standings.
- Completing and reconciling payments to clients.
- Monitor and report on applications and projects with Trusts and grant giving bodies.

Digital and Information Technology

- Monitor and administrate cloud services within the Charity to improve and maintain the technical offering for clients, staff, trustees, volunteers and donors.
- Monitor existing digital infrastructure to ensure it is fit for purpose, secure, compliant with regulations (e.g. GDPR) and offers value for money.

- Monitor forward digital planning to ensure that the organisation keeps abreast of developments.
- Monitor third party service provision for systems maintenance, training, backup and other digital needs as necessary.
- Research and monitor methods for minimising cyber security risk to the Charity.
- Responsible for equipment and infrastructure logs.
- Administration of our Salesforce database structure, ensuring clean data and creating reports.

Other Responsibilities

- Develop relationships with key stakeholders and keep them informed on RSABI's work.
- Support the Development work undertaken by RSABI, in particular the growth of the Supporters' Scheme membership and fundraising.
- General PA and administrative support as required.

Person Specification

The successful candidate will need to be a proactive individual with a motivated mindset and ability to work autonomously. Working within a small team, the candidate will need to be a team player and have strong communication skills as they will be working remotely.

Essential Skills

- Experience with accounting packages – Xero or Sage.
- Experience with Microsoft Office applications, including cloud applications such as Office 365 and Power BI.
- Experience with Microsoft Excel and/or Salesforce.
- Excellent verbal and written communication skills.
- Great attention to detail and excellent organisational skills.
- Ability to juggle multiple projects with excellent time management skills.
- Ability to develop strong relationships both internally and externally.

Desirable Skills

- Experience of Charity financial controls.
- Experience working with macros in excel, visual basic, or DAX Power BI
- Knowledge of Scottish agriculture and the rural economy.
- A degree in Finance, Accounting or Information Technology; or an Accounting qualification.

Application process

Send CV and Cover Letter to recruitment@greenburn.co.uk

Closing date: 27th May

Interviews taking place: week commencing 13th June