Finance Officer

Application Pack



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# WELCOME

Thank you for your interest in the Scotland Malawi Partnership (SMP)! The SMP is a Scottish Charitable Incorporated Organisation (SCIO) and membership organisation which exists to support, connect and represent the many individuals and organisations in Scotland who have dignified, people-to-people links with Malawi. Our Malawi-based sister organisation is the Malawi Scotland Partnership (MaSP). Both organisations receive funding from, but are independent of the Scottish Government.

The SMP aims to encourage collaboration where appropriate and reduce duplication of effort. Our Vision

is to inspire and support Scottish society to work in solidarity with the people of Malawi in an informed, coordinated, and equitable way – ever mindful of the legacy of colonial rule - for the benefit of both nations. Our Partnership Principles, co-designed between Scotland and Malawi underpin all we do: **P**lanning and implementing together; **A**ppropriateness; **R**espect, trust and mutual understanding; **T**ransparency and accountability; **N**o one left behind; **E**ffectiveness; **R**eciprocity; **S**ustainability; do no **H**arm; **I**nterconnectivity; **P**arity (equality).

Our membership is diverse, comprising most of the universities in Scotland, dozens of school partnerships and hundreds of churches, charities, businesses and community groups. You can search our member database and online mapping tool at: [www.scotland-malawipartnership.org/members/.](http://www.scotland-malawipartnership.org/members/)

The SMP is active across a diverse range of areas including: cultural links; diaspora leadership; environment and renewable energy; faith links; further and higher education; gender; governance; health links; local authorities; primary and secondary education; sport; sustainable economic development; tourism; trade and agriculture; water; and youth. We have an extensive programme of activity, much of which is delivered collaboratively with partners to support civic society, our members and funders, and includes: producing a weekly newsletter; updating a comprehensive website; engaging on social media platforms; developing and supporting school partnerships; organising sector-specific forums and stakeholder meetings; responding to enquiries from members, the public and the media; arranging high-profile events and supporting the Cross-Party Group on Malawi in the Scottish Parliament and an All-Party Group in Westminster. The Past and Upcoming Events section of our website gives an flavour of the SMP’s work.

Our work is delivered by a small but highly effective staff team, and governed by an experienced and committed Board of Trustees, elected from and by our Membership. The Finance Officer is a key part of this small, hardworking, committed and friendly team who deliver at pace. Each individual has their own area of activity and expertise, but everyone supports one another.

The friendship between Scots and Malawians began in 1859, with the warm welcome extended to David Livingstone and his companions when he entered what is now Malawi for the first time. In the years that followed, many individuals, families and institutions have struck up friendships, which have often found expression in the creation of development projects. Read more here about the origins of the SMP and the history between Scotland and Malawi, which have led to such an array of vibrant, progressive and impactful links today.

If you have the enthusiasm, energy, skills and experience highlighted in this pack, we encourage you to apply for this post to join our dynamic, friendly team and contribute to our work.

Stuart Brown

CEO, the Scotland Malawi Partnership (SMP)

# JOB OVERVIEW:

## Finance Officer

Salary: £29,197.18; £17,518.29 pro rata, spread over 3-4 days - 22.5 hours total)

Location: Edinburgh City Chambers (253 High Street, EH1 1YJ) with some hybrid flexibility

The Scotland Malawi Partnership is recruiting for a Finance Officer to assist its work inspiring the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. The post-holder should have demonstrable prior experience in bookkeeping, statutory reporting, financial management, oversight and admin; knowledge of charity finance management and be a hard-working, dedicated team-player.

The post-holder will assist colleagues in all finance-related aspects of the organisation to maintain its smooth and cost-effective running, including the management of:

* all accounting/bookkeeping/financial and management reporting
* all receipts and payments of funds
* annual returns
* the independent examination of accounts
* the budgeting process The role also:
* prepares for annual accounts
* services the Audit and Finance Committee
* collaborates with the Administration & Membership Officer in maintaining office administration systems.

The Partnership is an equal opportunities employer. This is a flexible post, with the post-holder able to propose a working pattern around core office hours. This is a fixed-term position in the first instance, running to 31st March 2025. We will have indicative core funding for 2024-25 but this is finalised in annual contracts with the Scottish Government. As with all SMP staff positions, continuation of the post is conditional on continued Scottish Government SMP core funding.

The post-holder is required, at the time of application, to have the right to work in the UK

For further information and an application form please visit: [www.scotland-malawipartnership.org](http://www.scotland-malawipartnership.org/) or contact 0131 529 3164 [info@scotland-malawipartnership.org](mailto:info@scotland-malawipartnership.org)

 **Applications for the position remain open until filled**. Interview dates to be confirmed. Supported by

# JOB DESCRIPTION:

## Finance Officer

Salary: £29,197.18; £17,518.29 pro rata, spread over 3-4 days - 22.5 hours total)

Location: Edinburgh City Chambers (253 High Street, EH1 1YJ)

## Core Areas of Responsibility

* Manage all accounting/bookkeeping/financial and management reporting;
* Manage all receipts and payments of funds;
* Manage all regular SMP payments and subscriptions, reviewing with the CEO & Deputy CEO
* Oversee all donation platforms and alert the CEO & Deputy CEO to funds received
* Lead with credit card reconciliation
* Work with the CEO & Deputy CEO on future-proofing staff succession in all Finance-related matters including updating business credit card users, passwords for all digital platforms and mobile numbers for security checks
* Prepare annual accounts and annual financial returns (OSCR, HMRC);
* Manage independent examiner (external auditor) contract;
* Lead with financial reporting for funders;
* Manage budgeting process;
* Service SMP’s Audit & Finance Committee;
* Provide updates and information for the Board of Directors as required;
* Manage all finance aspects of membership fee collection and reminders, in collaboration with the Administration & Membership Officer
* Other duties as required for the smooth running of the Partnership.

## Location

The Partnership office is located at City of Edinburgh Council, Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ.

## Application Procedure

Please 1. complete and application form available at:

[www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/](http://www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/)

1. E-mail, together with an up-to-date CV (2pages max please), to: [info@scotland-malawipartnership.org](mailto:info@scotland-malawipartnership.org)

For further information, please e-mail: [stuart@scotland-malawipartnership.org](mailto:stuart@scotland-malawipartnership.org)

**Applications for the position remain open until filled**. Interview dates to be confirmed.

# PERSON SPECIFICATION:

It is essential that the Finance Officer is able to:

## Work effectively with others:

* + Operating effectively as part of a mutually supportive team;
  + engaging a diverse spectrum of colleagues, partners and stakeholders;
  + communicating and engaging effectively;
  + displaying interpersonal awareness;
  + showing respect for others.

## Be committed to the work of the Partnership:

* + taking responsibility for one’s actions;
  + being reliable and trustworthy;
  + displaying effective self-management where necessary;
  + having an outcome-focused approach, seeing projects through to completion;
  + being punctual and meeting deadlines.

## Work to the highest reasonable standards:

* + taking pride in the Partnership’s work;
  + ensuring the reputation of the Partnership is maintained.

## Embody the vision, mission and partnership principles of the Partnership:

* + showing personal honesty and integrity;
  + displaying mutual respect and understanding;
  + Extolling the spirit of cooperation, building partnerships and alliances;
  + Promoting internationalism.

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| **Abilities / skills required** | **Essential** | **Desirable** |
| **Good numeracy, literacy and oral communication skills** | **X** |  |
| **Good organisational skills and ability to manage oneself and support others in a small team** | **X** |  |
| **Demonstrable financial accounting experience using accountancy software** | **X** |  |
| **Demonstrable experience of financial reporting to management, stakeholders and funders** | **X** |  |
| **Experience of co-ordinating payroll & employer pension contributions** | **X** |  |
| **Experience of using IT and web-based technology** | **X** |  |
| **Experience of using the finance functions of a membership database** |  | **X** |
| **Skilled in the use of MS Office applications, particularly Excel and Word** | **X** |  |
| **Ability to demonstrate initiative, be proactive and offer a solution-oriented approach** | **X** |  |
| **Determined and committed to high quality standards** | **X** |  |
| **Knowledge of finance systems for small charities** | **X** |  |
| **Knowledge of charity funding and fundraising** |  | **X** |
| **Interest in international development** |  | **X** |

# OUTLINE TERMS AND CONDITIONS OF EMPLOYMENT:

## General Conditions of Employment

The post-holder will report to, and be line managed by, the Chief Executive. The Scotland Malawi Partnership is a Scottish Charitable Incorporated Organisation (SCIO) (SC050781).

Its remit and conditions of operation are set out in its constitution.

## Service / Working Time

Unless otherwise indicated, the post-holder will be appointed for part-time service at 22.5 hours (totalling three working days a week). Core working hours are usually between 09.00 and 17.30 Monday to Friday.

Some out of hours working will be required – most notably Audit and Finance Committee meetings on a weekday evening in Edinburgh, roughly every eight weeks. Where out of hours or additional working is required (for example, for meetings, forums or events) equivalent Time Off in Lieu (TOIL) will be granted by agreement with the Line Manager.

There may be times in the year that are especially busy for this role: when it would be mutually convenient to increase the number of hours worked a week. Where this is agreeable to the Partnership and the post-holder, and budget allows, hours may be increased to cover specific, busy periods.

## Duration

The Partnership is an equal opportunities employer. This is a flexible post, with the post-holder able to propose a working pattern around core office hours. This is a fixed-term position in the first instance, running to 31st March 2025. We will have indicative core funding for 2024-25 but this is finalised in annual contracts with the Scottish Government. As with all SMP staff positions, continuation of the post is conditional on continued Scottish Government SMP core funding.

## Holiday Entitlement and Sick Leave

Annual leave entitlement is 24 days per year (pro-rata), to be taken by arrangement with the Line Manager. In addition to annual leave the post holder will be entitled to all official City of Edinburgh Council public holidays. Statutory Sick Pay will apply.

## Pension Scheme

All staff are automatically enrolled in a defined contribution pension scheme administered by The Pensions Trust. It is based on a 5% contribution of pensionable salary by the employee, with a matching contribution by the employer. Employees can opt out.

## Probationary Period / Review Procedure

The appointment is subject to a probationary period of 6 months’ duration, after which an appraisal will be carried out. The Partnership reserves the right to terminate employment at any time during the probation period. The post-holder will take part in bi-monthly supervisions with the Line Manager. A performance review will be carried out after one year’s duration.

*Final Terms and Conditions to be agreed at the point of job offer.*