



Finance and Administration Officer Application Pack

Background

Job advertisement

History

Vision, Mission and Values

Job Description

Person Specification

Outline Terms and Conditions of Employment



www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



BACKGROUND:

The Scotland Malawi Partnership (SMP) is an independent umbrella organisation which exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. We do this by providing a forum where ideas, activities and information can be shared on our website, through our online mapping tool and through regular workshops, training events and stakeholder meetings. We also publish good practice guides to harness the expertise of our members on key issues such as school partnerships, volunteering in Malawi and shipping goods to Malawi. By creating a single space for all the organisations and individuals in Scotland currently engaged with Malawi to come together, we help reduce duplication of effort, add value to Scotland's historic civil society relationship with Malawi, and contribute towards poverty alleviation in Malawi.

We have over 900 members, all of whom have their own Malawi work/connections, you can search our member database and online mapping tool at: www.scotland-malawipartnership.org/members.html. In addition to our formal membership we engage almost 200 Scottish schools with Malawi links, around 150 Malawians in Scotland, and about 250 Malawian organisations and individuals with Scottish links in Malawi. We also work closely with (and are funded by) the Scottish Government, we facilitate a Cross Party Group on Malawi in the Scottish Parliament, and we are starting to work with all 32 Scottish Local Authorities.

A 2010 University of Edinburgh study estimated that the SMP membership contributed over £30 million in time, resources and money to their links with Malawi. This activity benefits well over 1.38 million Malawians and 280,000 Scots annually. In total, more than 148,000 Malawians and 85,000 Scots are actively involved in links between the two countries, making the SMP one of Scotland's largest communities actively engaged in international linking.

The Partnership continues to be buoyed by the growth in both quantity and quality of civil society connections between Scotland and Malawi. The difference these links make in terms of combating poverty in Malawi and inspiring greater awareness in Scotland has been recognised from the outset as something immensely worthwhile. Indeed, the hundreds of Scotland-Malawi connections represent an innovative new approach to international development. This is an approach based not on 'donors' and 'recipients' but on long-standing, mutually-beneficial community-to-community, family-to-family and people-to-people links, each on its own quite modest but, taken together, a formidable force for progressive change.

We are a grand coalition of civil society actors who believe in sustainable development through *dignified* partnership, and we do not underestimate our ability to shape our future around the values and principles we, and our friends in Malawi, hold dear.

The SMP is core funded on a triennial basis by the Scottish Government. Our current funding period takes us to March 2017 but we have begun a process to agree funding for 2017-20. There is strong commitment from the current Scottish Government to continue working with the Scotland Malawi Partnership and [strong cross party political support](#) in the Scottish Parliament for Scotland's links with Malawi and the Scotland Malawi Partnership.

David Hope-Jones,
Principal Officer

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



HISTORY:

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. Over the next 150 years countless individuals, families and institutions have struck up friendships, which have often found expression in the creation of development projects.

When necessary, the Scotland-Malawi relationship has taken a directly political form. In the late 1880s a massive, popular campaign in Scotland persuaded the British Government to rethink its initial unwillingness to become involved in the area, leading to Britain, rather than Portugal becoming the colonizing power.

In the 1950s, when the racist Federation of Rhodesia and Nyasaland was imposed on Malawi, Scots stood shoulder to shoulder with Malawians in resisting it, until finally the Federation was dismantled and Malawi became an independent country in 1964.

More recently, in the 1990s, Scots offered significant solidarity as Malawi threw off the shackles of its one-party system and became a multi-party democracy.

The challenge posed by the United Nations Millennium Development Goals was taken up in Scotland in the late 1990s by David Livingstone's *alma mater* Strathclyde University when, in partnership with Bell College (local to Livingstone's birthplace at Blantyre), they launched their Malawi Millennium Project.

This Millennium Project was the catalyst for a new round of networking among individuals and organisations in Scotland with strong ties to Malawi. Many sensed that significant value could be added by coming together under a single umbrella. The Scotland Malawi Partnership was officially launched in April 2004 with the support of the Lord Provosts of Edinburgh and Glasgow.

The following year, 2005, the G8 met at Gleneagles, with the Make Poverty History campaign drawing public attention to the issue of international development. At the same time the Scottish Government published Scotland's first international development strategy, with a particular focus on the relationship between Scotland and Malawi.

On the 3rd November 2005 the historic Co-operation Agreement between the governments of Scotland and Malawi was signed, and immediately afterwards the Scotland Malawi Partnership hosted a "Malawi After Gleneagles" conference at the Scottish Parliament. Our patrons, HRH the Princess Royal and His Excellency President Bingu wa Mutharika, and the First Minister, Rt Hon Jack McConnell MSP, looked forward to a new chapter in our strengthened friendship.

During 2005 the Partnership registered as a Scottish Charity (SC037048) and as a Company Limited by Guarantee (SC294378). Three-year funding (2005-08) was awarded by the Scottish Executive in 2005 which allowed the Partnership to employ a full-time Coordinator and to rent office space within the Edinburgh City Chambers. The three-year grant was renewed for the 2008-11 period on the basis of specific provision for networking organisations made by the Scottish Government within its International Development Programme. While always respecting the distinct identity of the two bodies, the Partnership has enjoyed a collaborative and productive relationship with the Scottish Government's international development team.

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



Enthusiastic members, a dynamic Board of Directors and the effective leadership of successive Principal Officers Leo Williams (2006-08) and David Hope-Jones (2008-) have enabled the Partnership to build up an

extensive programme of activity: growing its membership; producing regular bulletins of information; creating a comprehensive website; organising sector-specific forums, stakeholder meetings and training events; responding to enquiries from members of the public and the media; running the Cross-Party Group on Malawi in the Scottish Parliament; organising a programme of academic exchange, relating to Malawian counterparts and hosting their visits to Scotland; and arranging high-profile events when required, both in Scotland and in Malawi.

The Partnership draws its strength from strong community roots, personal involvement and a deep history of mutual respect and common cause. This has fostered a new approach to international development, one rooted in people-to-people networks. Vital government support acts as seed funding, which is then multiplied many times over as individuals and organisations offer their expertise and resources to the common effort. The contribution of a primary school or church group is as important as that of any leading development charity, only the scale differs.

With growing confidence, the Partnership commends this model as one which represents effective aid as it mobilises the community at large to contribute to the realisation of the Millennium Development Goals and Malawi's own Growth and Development Strategy.

2012 was a key year for the SMP as, after years of endeavor and aspiration, we were able to assist our sister organisation in Malawi, the Malawi Scotland Partnership, establish its own independent Secretariat. The significance of this should not be understated. There are all too few comparable bilateral initiatives where our partners and friends in the global south are able to lead the agenda and drive the partnership forwards. Ours is a partnership built on mutual-respect and mutual-understanding. Friendship, joint-working and Malawi-leadership are key in all we do.

In March 2013 the SMP hosted one of its most exciting events to date - the visit to Scotland of President Joyce Banda, southern Africa's first ever female head of state, to mark the bicentenary of the birth of David Livingstone. We ensured that while in Scotland the President met with dozens of SMP members: individuals members young and old, and organisations big and small. She spoke passionately about the work of the Partnership and the value of people-to-people links.

The Partnership is nearing the end of its [2014-17 Strategic Plan](#) in which it has: consolidated its core operations and the significant advances it made in its first six years; inspired more and different people and organisations around Scotland to be meaningfully engaged with Malawi; and partnered with relevant organisations to share experience, work better together, build strategic links, and make better use of limited resources.

The Scottish Government has awarded four three-year core grants to the SMP and every indication is that this will be continued, with a new 2017-20 core funding contract signed in the autumn of 2016. There is strong cross party political support for the Scotland Malawi Partnership and Scotland's links with Malawi.

Applicants can learn more about who we are and what we do by visiting our [website](#) or reading recent our [Annual Reports \(2015, 2014, 2013, 2012\)](#).

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



VISION, MISSION AND VALUES:

Vision:

The SMP exists to inspire 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 Scotland Malawi Partnership promotes a people-to-people model of development, rooted in the shared history between our two countries. It focuses on active relationships between people to foster a shared understanding of the development challenges facing Malawi and to support the development of practical, sustainable solutions. It is through this deeper understanding and shared human experience that the people of Scotland and Malawi will be able to effect real and lasting change, both through their own activity and by influencing the policies and actions of governments and institutions.

Mission:

We aim to foster links, consistent with our values, between the two nations, and encourage development of sustainable projects in Malawi by:

- informing and inspiring civil society in Scotland about the work of the Partnership, the unique shared history between Scotland and Malawi, and the development challenges facing Malawi, in order to increase public support for extending and enriching the relationship between the two nations
- seeking to employ an alternative model of international development, based on mutually beneficial civil society partnerships and links, and advocating its wider employment elsewhere
- acting as a forum for encouraging best practice amongst member organisations through the provision of training and the sharing of ideas, processes and information
- encouraging a reduction in the duplication of effort in Malawi by facilitating networking, promoting shared learning and raising awareness of existing initiatives
- developing support mechanisms which can lead to an exchange of people and/or advance cultural, political or economic understanding between Scotland and Malawi
- informing our members of activities, opportunities or items of significance arising in either Scotland or Malawi
- demonstrating the relevance of Scotland's civil society contribution to the attainment of the Government of Malawi's Growth and Development Strategy and the Millennium Development Goals.

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)

Values:

Our Values describe our approach, and our Vision and Mission can only be achieved if staff, directors, member organisations and associate members hold these values:

- Mutual respect – we recognise that the historic bilateral civil society relationship between Scotland and Malawi is built on trust and mutual respect and we celebrate its inherent reciprocity
- Cooperation - We foster a spirit of cooperation, building partnerships and alliances in pursuit of our objectives, avoiding duplication and forging creative ways to work together
- Internationalism - We stand in the tradition of Scottish internationalism, resisting isolationism and xenophobia, believing that Scotland's strength lies in building strong relationships with nations elsewhere in the world
- Service - Paramount in all our work is provision of the highest possible quality of service to our members. We strive to meet their expressed needs by offering relevant information, advice, training and resources
- Continuous improvement – we continuously strive to improve the quality of our service, as perceived by our members, to encourage viable, ethical development activity between our members and their Malawian counterparts
- Sector understanding – we understand the sector(s) in which our members are operating, both in Scotland and Malawi, and respond positively to situations which can advance developmental aspects of the Partnership
- Development – staff, directors and members are committed to encouraging links between Scotland and Malawi, to reduce poverty, promote justice and relieve suffering in Malawi. To achieve that, we all have a role to play in managing our own development and in being supportive of others

PARTNERSHIP Principles:

<u>P</u> lanning and implementing together	<i>Were both sides involved in the planning?</i>
<u>A</u> ppropriateness	<i>Does it fit within local government priorities?</i>
<u>R</u> espect, trust and mutual understanding	<i>How would you feel if you were on the other side?</i>
<u>T</u> ransparency and Accountability	<i>Are challenges, issues and concerns listened to at both sides?</i>
<u>N</u> o one left behind	<i>Are people excluded from your partnership?</i>
<u>E</u> ffectiveness	<i>Are both sides involved in evaluating the partnership?</i>
<u>R</u> eciprocity	<i>Is it genuinely a two-way partnership?</i>
<u>S</u> ustainability	<i>Is your partnership embedded in your daily operations?</i>
<u>D</u> o no <u>H</u> arm	<i>Could anyone be worse off as a result of your partnership?</i>
<u>I</u> nterconnectivity	<i>Do you connect with what others are doing with Malawi?</i>
<u>P</u> arity (equality)	<i>Does everyone benefit equally from this partnership?</i>

For more information on the SMP's 'Partnership Principles' visit: www.scotland-malawipartnership.org/get-involved/principles/



JOB ADVERTISEMENT:

Finance and Administration Officer

Salary: £23,425 (*pro rata*, 3 days - 22.5 hours)

Location: Edinburgh City Chambers

The Scotland Malawi Partnership is recruiting a Finance and Administration 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 and oversight, and have proven experience in business administration.

The post-holder will assist the Principal Officer in the management and maintenance of office, administrative and financial systems within the Scotland Malawi Partnership in order to sustain the ongoing smooth and cost effective running of the organisation. This will include: management of all accounting/bookkeeping/financial and management reporting; managing all receipts and payments of funds; preparing for annual accounts, managing annual returns; managing the independent examination of accounts; managing the budgeting process; servicing the Audit and Finance Committee; supporting SMP's sister organisation MaSP with financial reporting and budgeting; taking responsibility for health and safety systems; and maintaining general office administration systems.

The Partnership is an equal opportunities employer. This is a flexible post, with the post-holder able to choose his/her hours, working around other commitments wherever possible.

All SMP staff contracts are aligned to three-year organisational core funding from the Scottish Government, therefore this post will be fixed-term in the first instance to 31 March 2017 (the end of our current triennial grant) but we anticipate 2017-20 funding to be secured in the coming months.

For further information and an application form visit: www.scotland-malawipartnership.org
or contact 0131 529 3164 david@scotland-malawipartnership.org

The deadline for all applications is **09.00 on Tuesday 17th May 2016**. Interviews will take place in Edinburgh on the 25th May 2016.

Scottish Charity (SC037048)
Company Limited by Guarantee (SC294378)

Supported by



www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ
Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org
A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



JOB DESCRIPTION:

Finance and Administration Officer

Salary: £23,425 (*pro rata*, 3 days - 22.5 hours)

Location: Edinburgh City Chambers

Core Areas of Responsibility

- Manage all accounting/bookkeeping/financial and management reporting;
- Manage all receipts and payments of funds;
- Prepare annual accounts and annual returns (OSCR, Companies House, HMRC);
- Manage independent examiner (external auditor) contract;
- Assist with oversight of Malawi Scotland Partnership accounting and reporting;
- 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;
- Maintain membership and contacts database;
- Manage membership fees collection;
- Manage office supplies;
- Manage health and safety systems
- General office administration;
- Other duties as required for the smooth running of the Partnership.

Location

The Partnership office is located at City of Edinburgh Council, Room 3/7, City Chambers, High Street, Edinburgh, EH1 1YJ.

Salary

The salary is £23,425 per annum *pro rata* for a 22.5 hour week (therefore a gross salary of £14,055).

Application Procedure

Application forms are available at: www.scotland-malawipartnership.org

Please complete and email, with a CV, to: david@scotland-malawipartnership.org

For further information David Hope-Jones on 0131 529 3164 david@scotland-malawipartnership.org

Closing date for applications: 09.00 Tuesday 17th May 2016

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)

PERSON SPECIFICATION:

It is essential that the Finance and Administration Officer is able to:

Work effectively with others:

- acting as part of a 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 ones 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;
- displaying professionalism while remaining personable;
- ensuring the reputation of the Partnership is maintained.

Embody the vision, mission and values of the Partnership:

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

Abilities / skills required	Essential	Desirable
Good numeracy, literacy and oral communication skills	X	
Good organisational skills and ability to manage oneself and others in a small team	X	
Demonstrable financial accounting experience using Sage or similar accountancy software	X	
Demonstrable experience of financial reporting to management, stakeholders and funders	X	
Experience of using IT and web-based technology	X	
Skilled in the use of MS Office applications, particularly Excel and Word	X	
Ability and willingness to undertake routine administrative tasks	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 overseas organisations		X
Knowledge of project monitoring and evaluation		X
Knowledge of charity funding and fundraising		X
Interest in international development		X
Experience of working in partnership with other organisations		X



OUTLINE TERMS AND CONDITIONS OF EMPLOYMENT:

1. General Conditions of Employment

The post-holder will report to, and be line managed by, the Principal Officer. The Partnership is a company limited by guarantee under the Companies Act 1985 (SC294378) and is a registered Scottish charity (SC037048). Its remit and conditions of operation are set out in its Memorandum and Articles of Association. The post holder will be legally required to work within these conditions.

2. Service / Working Time

Unless otherwise indicated, the post-holder will be appointed for part-time service at 22.5 hours (totaling three working days a week). Core working hours are usually between 09.00 and 17.30 Monday to Friday; however, there is a reasonable degree of flexibility as to days and hours worked.

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.

3. Duration:

All SMP staff contracts are aligned to three-year organisational core funding from the Scottish Government, therefore this post will be fixed-term in the first instance to 31 March 2017 (the end of our current triennial grant). We have started the process of agreeing our 2017-20 funding package with the Scottish Government and are confident this will be signed off by the autumn. The Scottish Government remains extremely supportive of the Scotland Malawi Partnership and there [is strong cross party political support](#) for the continued work of the SMP.

4. 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.

5. 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.

6. Probationary Period / Review Procedure

The appointment is subject to a probationary period of 3 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.

7. Notice and Termination

The employment of a member of staff is terminable by one month's notice, in writing, on either side. The Partnership is not obliged to continue a fixed-term appointment beyond the employment period.

8. Grievance and Disciplinary Procedures

Please refer to the staff handbook.

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

www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)