

# Finance & Business Coordinator Guidance for applicants

October 2021

If you require this application pack in another format, for example in large print, please contact Vic Valentine at the Equality Network, by email at [vic@equality-network.org](mailto:vic@equality-network.org).

Thank you for considering an application for the Finance & Business Coordinator post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline terms and conditions;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Vic Valentine at [vic@equality-network.org](mailto:vic@equality-network.org).

**Please note that the deadline for us to receive applications for this post is 9am, Monday 8<sup>th</sup> November 2021.**

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Vic Valentine as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification.

Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us. If it is handwritten, please ensure that it is legible and written in black ink, before you scan and email it to us.

Please send your completed application form to us by email to [vic@equality-network.org](mailto:vic@equality-network.org).

Please also complete the diversity monitoring form and return it to us by email to [diversity@equality-network.org](mailto:diversity@equality-network.org).

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

**Please ensure that your completed application form reaches us by the deadline of 9am, Monday 8<sup>th</sup> November 2021.**

On receipt of your application form, it will be given an identifying code, and the first two pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted in the second week of November. Interviews will take place via Zoom in the week starting 15<sup>th</sup> November. Should you need any adaptation to allow the interview to take place please contact [vic@equality-network.org](mailto:vic@equality-network.org).

This post is funded to September 2024.

# Finance & Business Coordinator

## Background information

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### About us

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) equality and human rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ seven full-time and six part-time staff. Our office is in Leith, Edinburgh, but most staff are currently working from home.

Our work includes LGBTI national policy development and influence, community development and engagement, research and consultancy, information and training on LGBTI equality, and we also have specific work focussed on trans equality, intersex equality, and intersectional equality.

Our annual turnover is just over £500,000, of which 90% is currently received from grant income and the remainder from community fundraising and fee-paid work.

We are a charity and a company limited by guarantee, and comply with all the associated regulatory requirements.

[www.equality-network.org](http://www.equality-network.org)

@LGBTIScotland on twitter

# Finance & Business Coordinator

## Job description

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### Accountability

The Finance & Business Coordinator reports to the Director of the Equality Network.

### Principal role

The Finance & Business Coordinator plays a key role in the running of the organisation, managing our accounting and payroll systems and our financial reporting, and our office and inventories. They provide administrative advice and support to other staff across our activities, and support the delivery of our fundraising strategy.

### Key responsibilities

- Manage our accounting systems (using Sage Business Cloud) including the processing of payments, expenses claims, company credit cards, invoicing, donations, petty cash, and reconciliations, and liaise with the bank, fundraising portals, and other finance stakeholders.
- Work with our payroll contractor and pension provider to ensure accurate and regular payment of salaries.
- Prepare regular management financial reports for budget-holding staff, the Director and the Board, and prepare financial reports for funders.
- Provide support and advice to other staff on the preparation and administration of budgets.

- Work with our auditor to ensure timely and accurate annual accounts are prepared.
- Support the implementation of our fundraising strategy.
- Review and improve our business processes and policies, including for purchasing, sales, fundraising, recruitment, HR, events organisation, and activity recording and reporting.
- Ensure the smooth running of the office, including management of IT systems, office equipment, utilities and other services, and filing systems.
- Manage our inventories and storage, including of equipment, publications, merchandise and archives.
- Ensure the office complies with health and safety requirements.
- Be the first point of contact for enquiries via phone and email.
- Maintain a record of work done for reporting and evaluation purposes.

## Demands

- The post holder will be expected to handle a varied workload which may change rapidly in response to external events.
- The post holder will be expected to represent the organisation professionally and effectively to external stakeholders.
- The post holder must be able to deal effectively and sympathetically with a wide variety of people.
- We have an open area office on the ground floor, but because of Covid, most work is currently being done from home.

## General responsibilities

- Work collaboratively as part of the Equality Network staff team to develop and achieve shared goals and objectives.

- Maintain good relationships with colleagues, volunteers, and other stakeholders.
- Contribute to the good running and development of the Equality Network.
- Comply with the policies of the Equality Network.
- Undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

# Finance & Business Coordinator

## Person specification

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### Essential

1. Experience of the range of finance functions needed by a charity, including payments, expenses claims, company credit cards, invoicing, processing donations, petty cash, bank reconciliation, payroll and pension.
2. Experience of using accounting software (ideally Sage Business Cloud), other applications such as spreadsheets and databases, and online financial services including banking and fundraising portals.
3. Experience of budget management and the preparation of financial management reports.
4. Experience of external audit including the delivery of accurate and complete information to the auditors.
5. Experience of developing and implementing business operating procedures, eg for finance and HR.
6. Experience of office management.
7. Strong interpersonal skills including the ability and flexibility to work sympathetically, cooperatively and effectively with colleagues and with a wide range of external contacts.
8. Commitment to equality and diversity.

### Desirable

9. Experience of the organisation of activities such as conferences, fundraising events or similar.
10. Experience of LGBTI equality issues.

# Finance & Business Coordinator

## Outline terms and conditions of post

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Place of work	Our office is at 30 Bernard St, Edinburgh, EH6 6PR. However, most staff are currently working from home, during the COVID-19 pandemic. IT equipment is provided for working at home.
Employment period	This post is currently funded until September 2024. There is a possibility of extension beyond that date if we receive further suitable funding.
Hours of work	Full time: 35 hours per week Working hours are flexible. It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working may be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.
Salary	The annual salary is £31,341 (SJC point 31, AP5.1), depending on skills and experience. Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation. Salary is paid monthly in arrears, on 25 <sup>th</sup> of the month.
Annual leave	The leave entitlement is 35 days per year (pro rata for parts of a year) which includes public holiday entitlement.
Probationary and notice periods	The post is subject to a three month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.
Pension	The Equality Network will contribute a sum equal to 8%



of your salary to a pension scheme with the Equality Network's group provider, or with another provider of your choice.

#### Sick pay

During the probationary period, sick pay will be at the Director's discretion.

After successful completion of the probationary period, full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 4 weeks, in any 12 month period. After working for the Equality Network for two years, this increases to 12 weeks full pay and 12 weeks half pay, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.