



## The Scottish Veterans' Garden City Association

### Office and Finance Assistant – Recruitment

**Position;** Permanent

**Salary:** circa £20k plus benefits

**Location:** Edinburgh

**Hours:** 35 hours per week

The Scottish Veterans' Garden City Association (SVGCA) is a private charitable letting agent, which together with its sister organisation, the Scottish Garden City Housing Society Ltd (SGCHS), provides housing to disabled military veterans in Scotland. Founded in 1915, SVGCA is one of Scotland's oldest military social housing charities and is extensively supported by a network of enthusiastic and committed Voluntary District Committees who are central to our success.

SVGCA are looking to appoint an Office and Finance Assistant to support our Office and Finance Manager with the increased workload created by the charity's enthusiastic plans for growth and additional provision of support to veterans in need in Scotland.

This is an exciting and hands-on role that will need the ability and skills to provide efficient administration and finance support to a busy charity but also provides the opportunity to learn about the ethos of a charity and for personal development.

If you have the drive, energy and willingness to learn and want to be part of this exciting opportunity to support disabled veterans in Scotland, we would like to hear from you. Please apply with a CV (2 pages max) along with a covering letter (2 pages max) detailing why you believe you are the right person for this role and how you meet the person specification.

Your CV and covering letter should be sent to the SVGCA CEO, Kevin Gray MM, [k.gray@svgca.org.uk](mailto:k.gray@svgca.org.uk) with Assistant Recruitment in the subject line.

The closing date for applications is 1200hrs on Friday 1<sup>st</sup> February 2018. Due to the high number of applications expected, only candidates shortlisted for interview will be notified. It is anticipated that interviews will be held at the Association's offices in Edinburgh on Friday 8<sup>th</sup> February 2018. All information relating to unsuccessful candidates will be destroyed when an appointment has been made.

#### **Purpose of the Position**

**Primary Purpose.** Assist and support the Office and Finance Manager with all tasks related to the primary responsibilities of the role and support the Operations Manager with the secondary responsibilities.

**Secondary Purpose.** Responsible for the social media activity of Central Office adding a positive contribution to the charity's communications and media presence.

### **Primary Responsibilities**

- Support the Office and Finance Manager with all tasks related to the efficient running of Central office administration and finance functions.
- Support all finance functions including data input, audits, annual accounts and reports, rent management, management and payment of invoices, budgetary process and payroll.
- The efficient storage of all files both hard and soft information.
- Data Capture and input to Central Office Software systems.
- Provide information to Tenants, potential applicants and Property Management Companies within the delegated limits provided by the Office and Finance Manager.
- Maintenance of Information held on Central Office operating systems.
- Efficient management, monitoring and dissemination of information from the [admin@svgca.org.uk](mailto:admin@svgca.org.uk) address.
- First point of contact for incoming telephone calls, recording of messages and dissemination of information.
- Successfully complete any mandatory training for their role or which may become necessary through external factors, such as change in regulations/legislation, changes in accounting rules etc.
- Assist with the coordination and organisation of meeting, such as Board Meetings and any external events such as the annual gathering as may be required including scheduling, venue hire, room set up, catering, AV equipment as well as assisting with post event evaluation as may be required.
- Complete all Objectives set with Key result

### **Secondary Responsibilities**

- The provision of social media presence through posting of efficient, consistent and current information primarily on Facebook and twitter that is in line with the charity's communication plan.
- Updating and Maintaining the information contained in the charity website.
- Support other colleagues where appropriate.

### **Key Competencies**

- Teamwork.
- Attention to detail.
- Commitment to personal development.
- Good verbal, written and electronic communication.
- Trustworthy.
- Confidence
- A proactive and positive approach to work.
- Solid understanding of accounting and basic banking.
- Personal characteristics including: Energetic, Flexible and Resourceful.

### **Qualifications and Experience**

#### Essential

- Educated to National Level 5. e.g. credit pass in a Standard Grade or a good pass in the older O Grade.
- Minimum of three years working within a team.
- Good oral, numeracy and written communication skills.
- IT literate, namely Microsoft Office Word, Excel, Outlook and PowerPoint and non-complex databases.
- Social Media savvy and experience working with websites.

Desirable

- Previous UK military service or experience through the military family.
- Experience working in Finance/Accounts

**Other Duties**

You may be required for other duties as directed by the Chief Executive Officer/Operations Manager.