



SCARF JOB DESCRIPTION ROLE	Finance Officer
LOCATION	Aberdeen/Dundee/remote working. Hybrid approach office based when requested
HOURS	28-35 hrs per week. The core hours are flexible and can be discussed.
SALARY	£25,000- £28,000 pro rata
BENEFITS	<p>Flexible working.</p> <p>35 days off (30 paid annual leave, 5 public holidays).</p> <p>An extra day off, paid, for your birthday!</p> <p>Salary sacrifice and net pay deduction schemes</p> <p>Paid time to volunteer.</p> <p>Pension plan.</p> <p>Staff events.</p> <p>Free access to employee assistance provider.</p> <p>Sick pay scheme.</p> <p>Credit union membership.</p>
REPORTS TO	Finance Manager

### Overview of Role

Responsible for processing all financial transactions for the organisation and it's subsidiary company and ensuring that the financial records and statements are accurate and up-to-date. Responsible for processing the organisation monthly payroll and related activities.

### Main Duties

- Raising invoices and processing income and receipts and entering data into accounting software
- Monitoring sales ledger balances and bringing any overdue invoices to the attention of the Finance Manager

- Matching purchase orders with invoices, processing vendor invoices, paying approved invoices in a timely manner and entering data into accounting software
- Reconciling supplier statements, monitoring purchase ledger balances and bringing any overdue unapproved invoices to the attention of the Finance Manager
- Tracking bank account balances, direct debits and standing orders and entering data into accounting software
- Processing bank transfer requests
- Supporting project related finance monitoring as required
- Processing monthly employee payroll including monitoring recovery of any staff advances
- Processing employee expense claims
- Processing and administration of staff pension arrangements
- Scanning, filing and logging accounts related documents
- Assisting the Finance Manager to prepare quarterly VAT returns
- Verifying the accuracy of financial records and alerting the Finance Manager to any errors or inconsistencies
- Assisting the Finance Manager with preparation of monthly and annual accounts
- Supporting the annual external audit as required
- Supporting the annual budget process as required
- Carrying out finance related administrative duties and maintaining effective filing systems
- Any other duties commensurate with the role.

### **Person Specification**

- Meticulous attention to detail
- Good analytical and evaluation skills
- Strong organisational skills with the ability to plan and organise work
- Ability to work under own initiative
- Effective written and verbal communication skills
- Good interpersonal skills
- Strong administrative skills

### **Experience & Qualifications**

Essential	Desirable
National 5 qualifications in Maths and English (Grades A to C)	Recognised accountancy qualification (AAT, HNC or similar)
Strong understanding of the basic financial principles	
Demonstrable experience in a similar processing role	Demonstrable payroll processing experience
Experience of using Cloud Based Accounting Software	Experience of using XERO Accounting Software
Good IT skills with extensive experience of using the Microsoft suite of products particularly Excel	
Driver/Owner	Desirable although must be able to travel regularly to the Aberdeen office and occasionally to the Dundee office

### How to apply

To apply for the Home Energy Scotland – Team Leader position at Scarf, **please complete the online application form [here](#)**, providing detailed information about your suitability for the role. Be sure to attach a copy of your CV and complete all sections of the form.