

Scottish Communities Climate Action Network (SCCAN) CIC

Finance & Admin Weaver

Job Title	Finance & Admin Weaver
Reports to	SCCAN Convenor
Salary	£28,000 pro rata (0.2FTE) or £170 per week freelance
Location	Working from home - anywhere in Scotland
Hours	7 hours / week Flexitime post. Main working hours Monday to Friday.
Contract	12 month fixed term employment (which may be extended subject to funding) or freelance contract
Closing Date	5pm Wednesday 18th May
Interview Date	26th May

Background

The aim of Scottish Communities Climate Action Network (SCCAN) is to support community led action to address the climate and nature emergency and work for a just, thriving and resilient Scotland. We believe that as many people as possible need to be engaged in discussion and action to face up to the challenges that we face.

Job Purpose

The **Finance & Admin Weaver** will be part of our small staff team supporting the day-to-day running of SCCAN through the maintenance of effective and efficient finance and administrative systems which meet statutory obligations and support frontline delivery.

They will work directly with the Convenor and the Project Weaver.

Main Responsibilities

- Bookkeeping: Creating and updating spreadsheets of daily transactions
- Payment and filing of purchase invoices
- Reviewing and processing of expenses reimbursements
- Prepare budgets and keep record of spending for the different projects and working groups (Circles)
- Cashflow projections
- Support the Project Weaver to monitor and report on financial project progress
- Identify and address account discrepancies
- Oversee payroll and pension payment processes

SCCAN Finance & Admin Weaver

- Drafting of Annual Accounts
- Role of Company Secretary: Payment and Filing of documents for Companies House and HMRC
- Invoicing clients and partners for services delivered
- Manage PayPal account and donation payments
- Keep forms and payment details for subscriptions updated
- Other reasonable tasks as required

Requirements

We are seeking evidence of the following competencies **E = Essential / D = Desirable**

E Proven work experience as a Finance Administrator, Finance Assistant or similar role

E Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)

E Good understanding of bookkeeping procedures

E Excellent time-management and organising skills

E Confidentiality

E Eye for detail

E Alignment to [Purpose, Activities and Values](#) of SCCAN

E Ability to work autonomously whilst seeking and remaining open to feedback

E Willingness to engage in an ongoing exploration of shared governance and healthy collaborative culture, including the skills, attitudes and practices which support us to work effectively across difference.

D Experience of working for environmental/social projects

We are actively seeking to recruit individuals whose background or lived experiences will bring extra depth and/or a diversity of perspectives into the SCCAN team. SCCAN is an equal opportunity organisation which aims to be family friendly. We encourage applications from under-represented sections of society, including but not limited to: people with disabilities, people of colour, trans and non-binary people, other members of the LGBTQI+ community, and women.

SCCAN Finance & Admin Weaver

For more on SCCAN see <https://scottishcommunitiescan.org.uk/about-us/how-we-work/>

If you would like to discuss this post or its requirements please contact:
Philip Revell, SCCAN Convenor, convenor@scottishcommunitiescan.org.uk

To apply please email: convenor@scottishcommunitiescan.org.uk.

Your application should take the form of a single document containing:

- a covering letter (maximum ONE page) outlining the reasons you fit the role PLUS a CV (maximum 2 pages) including
 - an indication of your recent employment / activities with reason for leaving **plus**
 - the names, email and phone number of two people who have agreed to provide a Reference [only contacted after interview].

Please give the document filename: **YOURSURNAME - FINANCE WEAVER** with the same document name used in the Subject line of the email - to help us keep track of applicants.

Please do not include your date of birth or photo in any of the documents.

The panel will shortlist on the basis of evidence provided of meeting the Essential criteria with secondary weight given to Desirable criteria.

Closing Date: 5pm Wednesday 18th May