


PART 1 – TO BE COMPLETED FOR ALL ROLES

Finance and Operations Co-Ordinator	
Role Description	

Grade & Salary:	Grade 4
Campus Location:	219 Colinton Road, Edinburgh, EH14 1DJ
Line Manager:	Director
Line Management Responsibility for:	2 staff members – Project Administrator and Events Organiser
Organisational Structure:	<input type="checkbox"/> Tick to confirm attached
Role Summary:	To lead the support team in providing financial and administrative support to Equate Scotland. Work closely with the Director of Equate Scotland to optimise the organisation's financial strategy and ensure continued financial sustainability.

Main Duties and Responsibilities

➤	To manage the administrative and financial services of Equate Scotland, maintaining accurate and up-to-date records to ensure the Director and Project Officers can manage their budgets effectively. Prepare and provide guidance to Equate staff on the organisation's financial and administrative procedures.
➤	To support the Director, providing budget analysis and advice to ensure effective use of the organisation's financial resources in the delivery of Equate Scotland's strategic plan and objectives.
➤	Overseeing and co-ordinating the appropriate control mechanisms to relation to the effective use of grant funding, including formal reporting submissions when required
➤	To prepare regular financial reports for the Director, Edinburgh Napier University Management Accountant, Project Officers and Steering Committee, highlighting areas of concern and recommending appropriate action to avoid potential overspend/underspend against budgets.
➤	To co-ordinate all financial transactions including procurement, processing of payments, monitoring income/expenditure and preparing and submitting claims for externally funded projects.
➤	To work with the Project Officers on the review of their individual project delivery areas through regular key performance indicator (KPI) discussions highlighting areas of concern and recommending appropriate action
➤	To organise and delegate work to the support team. Plan, prioritise and organise resources to ensure the smooth running of Equate Scotland's projects in order to meet funding requirements and project outcomes.
➤	To line manage the Support team, providing support and guidance. Be proactive with performance management to develop and fulfil their potential by identifying and meeting training needs.

➤	To work with the Project Administrator to provide full administrative support to the Equate team including: assistance in the preparation of reports, managing mail and central e-mail account, maintaining of files and records in line with GDPR, booking travel and training.
➤	To provide an administrative service for Equate Steering Committee meetings: minute taking, preparation and distribution of minutes and agendas and working closely with the Chair of the committee to ensure the work of the meeting is completed successfully.

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Relevant education qualification and/or extensive experience in a relevant financial role.	
Experience	<p>Extensive financial administration experience</p> <p>Recent experience of line management of a team.</p> <p>Practical experience of submitting external claims, financial reporting and maintaining budgets.</p> <p>Experience of using online and web-based processes and systems – eg ordering goods, booking travel etc</p> <p>Experience of liaising with and reporting to external funders and organisations</p>	<p>Experience of working in Higher or Further Education</p> <p>Previous experience working with grant / external funding models</p>
Skills/Personal Requirements	<p>Confident IT user, Word, Excel, Internet and Outlook.</p> <p>Able to communicate in a clear and concise manner, both verbally and in writing</p> <p>Strong people management skills</p> <p>Ability to work effectively as part of a team.</p> <p>The ability to work on own initiative to deliver high</p>	<p>Experience of large accounting software (eg Agresso).</p> <p>Proactive, demonstrated skills of continuous improvement</p>

	quality outcomes, alongside managing own workload and competing priorities	and process simplification
--	--	----------------------------

www.news.napier.ac.uk/vacancies



INVESTOR IN PEOPLE