



December 2021

# Finance & Administration Assistant (Part Time – 14 hours)

Job Description  
Benefits  
Person Specification

Edinburgh Young Carers  
Norton Park  
57 Albion Road  
Edinburgh EH7 5QY  
Tel: 0131 475 2322

<b>The Service</b>	<p>Edinburgh Young Carers (EYC) is a charitable voluntary sector organisation formed in April 1996. EYC is incorporated as a limited company governed by a Board of Directors.</p> <p>The service was established to provide dedicated support to young carers – children and young people who provide regular and substantial caring tasks for a family member or sibling due to illness, disability or addiction in the family. The service has an annual budget of approx £500,000.</p>
<b>Aims</b>	<ul style="list-style-type: none"> <li>• To develop and maintain high quality child and young person-centred support services to young people with caring responsibilities in Edinburgh</li> <li>• To raise awareness of young carers' needs, and to inform and assist agencies in developing appropriate support services</li> <li>• To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers.</li> </ul>
<b>Mission</b>	<ul style="list-style-type: none"> <li>• To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem</li> <li>• To work in co-operation with other agencies such as education, social work and health for the benefit of young carers and their families</li> <li>• To strive for positive changes in the policies and practice of any service used by young carers.</li> </ul>
<b>Activities</b>	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> <li>• Information Provision</li> <li>• Personal Development &amp; Social Inclusion</li> <li>• Individual &amp; Peer Support</li> <li>• Rights Work</li> <li>• Promoting and Adhering to the Carers (Scotland) Act 2016</li> <li>• Young Carer Statement and Adult Carer Support Plan completion.</li> </ul>

<p><b>Job Overview</b></p>	<p>Edinburgh Young Carers is a lively, passionate and fun place to work. We are committed to providing a first-class service to young carers and their families and every member of the team has an equally important role to play in helping achieve this.</p> <p>Reporting to the Finance and HR Support Manager, the post-holder will:</p> <p>Ensure that accurate financial records are maintained, liaise with creditors and debtors and provide support with funding applications.</p> <p>Administer records and support the development of the Young Carer database in line with data protection legislation.</p> <p>Provide a professional and friendly first point of contact for enquiries and provide administrative support to the Senior Management team and Development Workers.</p> <p>Perform other duties as reasonably requested by the Senior Management team.</p>
<p><b>Key Responsibilities</b></p>	<p><b>Finance</b></p> <p>In liaison with the Finance and HR Support Manager (FHRM):</p> <ul style="list-style-type: none"> <li>• Maintain financial records of income and expenditure via Sage 50 accounting database and balance monthly accounts</li> <li>• Reconcile petty cash and expenses</li> <li>• Check and pay invoices, prepare Purchase Orders and liaise with creditors and debtors</li> <li>• Ensure digital and paper-based record systems are maintained accurately and in line with GDPR and UK Data Protection requirements</li> <li>• Provide support to FHRM with monthly payroll duties</li> <li>• Assist with the preparation of year-end records</li> <li>• Maintain good relationships with suppliers</li> <li>• Provide support to team with individual/project budgets.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Record keeping – add new referrals to our Young Carer database and run reports as needed</li> <li>• Reception – provide a friendly and professional first point of contact for telephone and email enquiries and visitors to the service</li> <li>• Prepare team meeting agendas and take occasional minutes</li> <li>• Order office stationery and supplies</li> <li>• Assist with the updating of policies and procedures</li> <li>• Maintain supplier records and agreements</li> <li>• Provide general administrative support to the team as required.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Contribute to regular supervision sessions and team meetings</li> <li>• Maintain confidentiality over personal information relating to individual users of the service and staff, adhering at all times to Edinburgh Young Carers' Data Protection Policy</li> </ul>

	<ul style="list-style-type: none"><li>• Work as part of a team contributing to the smooth and effective running of the service</li><li>• Occasionally provide staffing to Development Workers to help out with young carer groups and activities</li><li>• Undertake other duties as reasonably requested by the Senior Management team.</li></ul>
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<b>Working Hours</b>	14 hours per week, to be agreed with the Chief Executive. The core hours will be during office hours (9-5) however because of the nature of the work we do, some work may have to be undertaken outside office hours, including evenings and weekends. Outwith this, the hours worked during the week can be flexible subject to agreement with the Chief Executive.
<b>Special conditions</b>	The post entails work with vulnerable people and falls within the definition of “regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check prior to a formal offer of employment being made.
<b>Office Location/Base</b>	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY, however, flexible home working is available as appropriate.
<b>Accountability and Support</b>	The post holder will be accountable to the Finance and HR Support Manager. Regular support and supervision will be provided, including reviewing development skills, identifying training needs, two-way feedback and appraisal.
<b>Equal Opportunities</b>	Edinburgh Young Carers is committed to being an Equal Opportunities Employer.
<b>Annual Holidays</b>	Twenty-seven days and all statutory public holidays (pro-rata for Part Time employees).
<b>Pension</b>	Employees are automatically enrolled into an approved pension scheme, unless the employee decides to opt out. EYC matches employees’ pension contributions by 6% of gross contributions.
<b>Training</b>	All employees are entitled to access appropriate training to support their role. Training and Personal Development opportunities are extensive and actively encouraged.
<b>Staff Wellbeing</b>	Edinburgh Young Carers is committed to supporting employee mental health and wellbeing and we operate an open and safe environment. Access to external support services and related financial assistance is made available to all employees.
<b>Cycle to Work Scheme</b>	Edinburgh Young Carers supports employee physical wellbeing and all employees have access to a Cycle to Work Scheme, providing discounted bicycles through salary deductions.
<b>Union</b>	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.

<p><b>Person specification</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Genuine interest in supporting and nourishing the livelihoods of children and young people</li> <li>• Previous experience of Sage 50 accountancy software</li> <li>• At least 2 years' experience of general accounting and reconciliation work</li> <li>• Strong organisational skills with proven ability to work on own initiative and manage time and workload effectively</li> <li>• Experience of case management databases, Microsoft Office software</li> <li>• Experience of general office environment and procedures</li> <li>• Friendly, welcoming personality with a commitment to working harmoniously and respectfully with others</li> <li>• Conscientiousness and a commitment to accuracy</li> <li>• Integrity, discretion and the ability to handle sensitive and confidential information</li> <li>• Relevant educational and professional qualifications.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Sound understanding of GDPR and UK Data Protection legislation</li> <li>• Previous experience and competence in production of annual accounts for audit</li> <li>• Previous experience of working with charities or other voluntary organisations.</li> </ul>
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