



Role Profile

FINANCE ASSISTANT – BUSINESS GATEWAY FIFE

Reference No.	I641.01	Type	I
Service	Business Gateway Fife (Fife Council ALEO)		
Job Family	Para-Professional 4	Grade	FC4

Purpose

Supporting the Finance Administrator to manage the finances of Business Gateway Fife Ltd as well as delivering financial support to Fife businesses.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Drafting and issuing offer letters to clients for approved support and checking signed acceptances have been completed correctly. Drafting and issuing contractor engagement letters and raising POs for approved work.

Maintaining the spreadsheet used to record Expert Help approvals, preparing contractors' reconciliation paperwork and assisting the Finance Administrator with the checking of contractors' timesheets and reports for completed work and paying contractors' invoices.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Qualified to SCQF level 5 (e.g. National 5) or equivalent

✓

Experience of MS Office packages

✓

Experience working in a financial environment including maintaining financial records & processing financial transactions (Embrace Technology & information – see 'How We Work Matters' Framework)

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Scanning all paperwork and e-filing and processing write backs for approved but unspent funds.	General office admin experience Accuracy and attention to detail	✓ ✓	
Drafting and issuing offer letters to clients for approved financial support and checking signed acceptances have been completed correctly and maintaining the spreadsheet used to record financial support approvals.	Communication skills, both oral and written Experience of preparing, processing and producing a variety of documents including reports and minutes	✓ ✓	
Assisting the Finance Administrator with the Checking of expenditure evidence provided by clients and paying their claims for funding.	Team working skills (Working together)	✓	
Assisting the Finance Administrator to deal with any client enquiries regarding the process and processing write backs for any approved but unclaimed funds.	Customer service skills and experience (Focus on customers)	✓	
Assisting the Finance Administrator with processing supplier invoices and setting up payment runs.	Experience of using current computer based applications, including non-standard bespoke software packages, to carry out a range of duties (Deliver results) Understanding of book-keeping practices and processes.	✓	✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting the Finance Administrator with reconciling bank accounts and statements and processing rates and pension payments	Numerical skills	✓	
Processing and paying employee expenses claim and invoices from contracted staff and administering the sickness self-certification process and maintaining staff holiday and absence records.	Ability to maintain discretion when dealing with confidential information.	✓	
Delivering the free business cards for new Start-ups service by liaising with clients and printers. Ordering catering and supplies for the kitchen and in-house events. Managing petty cash	Cash handling experience (Take ownership)		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results