

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Finance Administrator
Reporting to	Data Centre Manager
Direct Reports	None
Grade	B
Location	Benbecula
Duration	Maternity cover – 12 months

Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

In this role you will be responsible for providing a full travel booking service for HIE staff.

You will also be responsible for processing financial transactions and maintaining accounting records on behalf of HIE, as well as checking and processing client claim submissions.

A key part of this role will be to bring fresh thinking to HIE's work in this field, and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. Provide a full travel booking service to HIE staff
2. Review and process requests for travel and accommodation, including liaising with booking agents
3. Ensure there is an adequate audit trail to allow reconciliation of HIE travel cards
4. Process grant submissions on behalf of HIE teams
5. Update financial accounting records

6. Comply with agreed processing timetables and maintain service levels to clients
7. Comply with control procedures, Government Accounting and other guidelines
8. Respond to all requests for financial information promptly
9. Maintain clear records and filing for audit including the maintenance of electronic retrieval systems
10. Promote a climate of accountability, openness, collaboration and innovation

11. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements

12. Ensure optimum use of internal management systems

13. Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Educated to Standard Grade level or equivalent in English and Mathematics 	<ul style="list-style-type: none"> ▪ Educated to higher level with diploma in relevant discipline: English, Mathematics and Gaelic
Work experience	<ul style="list-style-type: none"> ▪ Experience of working in an office environment ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Experience of working in an office environment in an administrative and/or financial role
Skills and abilities	<ul style="list-style-type: none"> ▪ Good communication and interpersonal skills ▪ Well-developed numeracy skills ▪ Ability to work under pressure ▪ Ability to manage a varied workload and prioritise as appropriate ▪ Ability to demonstrate potential to develop personal technical skills ▪ Ability to use Microsoft office packages, and in particular, Excel, Word and Outlook 	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills ▪ In-depth knowledge/experience of office administration ▪ Gaelic language skills (speaking, reading or writing)
Job circumstances	<ul style="list-style-type: none"> ▪ Available for occasional weekend working when required 	<ul style="list-style-type: none"> ▪ Flexibility to travel and work away from home as required. Occasional flexibility in relation to working hours

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhearras sinn sa Bheurla.