

FCSCT

FRANCIS C SCOTT CHARITABLE TRUST

FSCT

FRIEDA SCOTT CHARITABLE TRUST

Sir J & LST

THE SIR JAMES & LADY SCOTT TRUST

Office & Finance Administrator

Recruitment Information

Closing Date: July 26th 2022

Interview Date: August 2nd 2022

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Who we are & what we do.

The Francis C Scott Charitable Trust, Frieda Scott Charitable Trust and Sir James & Lady Scott Charitable Trusts and independent grant making Trusts, joined by the same financial heritage based on the success of the Provincial Insurance Co. and the enduring generosity of the Scott family, but they operate today with independent boards of Trustees and distinct strategies.

Francis C Scott Charitable Trust (FCST):

Established in 1963 by Peter Scott OBE, FCST exists to support charitable organisations across Cumbria & North West Lancashire who work with children and young people to support their positive development and help them thrive. Our work focusses on those groups and areas who experience barriers which prevent them from doing so. We have approximately 90 grant holders at any one time.

Each year we award approximately £1m to these mostly smaller or medium sized, local organisations, granting up to three years funding at a time.

FCST funds both charitable organisations and social enterprises where their objectives are charitable in nature, not for private profit, are clearly in the community interest and reflect our own objectives and approach.

We are a very person-centred funder, visiting every applicant who applies and getting to know the key people in the organisations we fund. Our approach is to be supportive of everyone who applies so that even if they are not successful in receiving funding we can still help with ideas, constructive feedback and introductions to other funders and similar organisations.

Frieda Scott Charitable Trust: The Frieda Scott Charitable Trust provides grants to charities and community groups in the South Lakeland district of Cumbria, as well as the area covered by the old county of Westmorland. Established in 1974 and based in Kendal, the Trust is a long-standing supporter of local community groups working on the ground to meet the most urgent needs in the area. Each year approximately £300k is distributed to these local organisations.

Sir James & Lady Scott Charitable Trust:

Established in 1909, the Sir James & Lady Scott Trust awards grants to charities based in Bolton. Around 15 awards are made each year, totalling in the region of £20k. The Trust also continues to support a small number of individuals previously employed by the family of the Settlor.

JOB DESCRIPTION

Title:	Scott Trusts Finance & Office Administrator
Responsible to:	The Director
Responsible for:	No line management responsibility
Work schedule:	21 hours per week. Hours of work are negotiable within Monday – Friday, 9-5.
Salary & benefits:	£20 - £23k (FTE) dependent on experience. 5 weeks holiday and 10% pension contribution.

KEY AREAS OF WORK

Main purpose of role

The role is key to the smooth running of all core functions at the Trusts. Key tasks of the Administrator provide efficient and effective support across the Trusts particularly in office based and finance functions. The Administrator works closely with the whole staff team, providing particular support to the Finance Manager as well as communicating with Trustees and external stakeholders.

1. Finance Administration

- Input financial transactions for grant and office cost payments as directed using accounting software (Xero)
- Complete regular bank reconciliations
- Arrange authorisation for payments of grants and payroll
- Manage office petty cash function
- Record and process invoices and related orders. Initiate payment subject to Director authorisation.
- Record employee expenses and arrange payment via payroll
- Support the Finance Manager in the preparation of accounts for audit
- Support the Finance Manager in the efficient administration of the Trusts' finances as required

2. Office Administration

- Provide the first point of contact for letters, phone calls, e-mails and visitors
- Maintain paper and electronic filing and record management systems for accuracy, efficiency and compliance with relevant requirements such as GDPR
- Complete general office tasks including but not limited to; ordering stationary and other supplies, maintain first aid kit, ensure insurance & PAT testing is up to date.
- Liaise with the Director to progress agreed programmes of work (e.g. implementing systems) using own initiative and decision-making where appropriate
- Maintain and update supplier information as required
- Maintain effective working relationship with all the Trusts' suppliers

- Maintain records in line with GDPR requirements
- Be a supportive member of the staff team administering the work of all three Scott Trusts

3. General Administration

- Assist the Director in reporting to and communicating with Trustees, including all arrangements for Trustee meetings
- Minute taking, write up and editing for Trustee approval
- Assist the team in all administrative requirements of the Trusts

Person Specification

ESSENTIAL	DESIRABLE
Education/Qualifications	
<ul style="list-style-type: none"> ▪ GCSE English & Maths Grade C/4 or above (or equivalent) ▪ Accounting Level 2 – Foundation certificate (AAT or equivalent) 	<ul style="list-style-type: none"> ▪ Level 2 Diploma in Accounting & Business (AAT or equivalent)
Experience	
<ul style="list-style-type: none"> ▪ Minimum 2 year in finance support role ▪ Use of accounting software packages ▪ Office administration – minimum two years ▪ Minute taking 	<ul style="list-style-type: none"> ▪ Experience of charity accounting ▪ Use of Xero accounting software ▪ Developing new systems and processes
Knowledge	
<ul style="list-style-type: none"> ▪ No specialist knowledge required 	<ul style="list-style-type: none"> ▪ Knowledge of or interest in local voluntary sector
Skills	
<ul style="list-style-type: none"> ▪ Attention to detail ▪ Effective interpersonal, communication and presentation skills. ▪ Ability to collate information and compile reports ▪ Methodical and systematic approach to tasks ▪ Well organised, with the ability to balance a range of priorities and deadlines. ▪ IT literate across a range of software including MS Office (Word, Excel). 	<ul style="list-style-type: none"> ▪ Ability to summarise and present financial reports for non-financial audience
Personal qualities	
<ul style="list-style-type: none"> ▪ A confident professional with integrity, discretion and the ability to maintain relationships with key stakeholders ▪ Professional, consistent & tenacious ▪ Highly motivated ▪ Commitment to Equal Opportunities, Cultural Diversity and excellent customer service ▪ Ability to work well with others including colleagues, Trustees and other stakeholders ▪ Good time and task management – ability to meet deadlines. ▪ Able to work autonomously within clear parameters 	<ul style="list-style-type: none"> ▪ Committed to providing a service that makes a difference. ▪ Flexible and open to dynamic, changing environment ▪ Willingness to learn & develop

How to apply and the selection process

If you have any questions about the role or the application process, please email helen@fcsct.org.uk or telephone 015395 742608.

Please send your CV and a covering letter outlining why you are interested in the role and demonstrating what you would bring to it. Please use the qualities listed above in the person specification as a guide and ensure your CV includes your full name, address and contact details and two referees who may be contacted in the event of being offered the position. Your CV should also list your previous employment and educational and professional qualifications.

Candidates will be shortlisted based on their covering letter and CV. If invited for interview you will be asked to complete a job related task on arrival, please allow up to an hour and a half for the interview and task process.

Deadline for receipt of applications

This vacancy closes at 9am on Tuesday July 26th 2022. Any submissions received after this time will not be considered.

Your letter & CV should be returned by one of the following methods:

By email: helen@fcsct.org.uk

By post: Helen Carter, Scott Trusts, Stricklandgate House, 92 Stricklandgate, Kendal, LA9 4PU

Acknowledgement of receipt

Applications will be acknowledged by email within a working day of receipt.

Interviews

Interviews will be held on Tuesday 2nd August 2022. Please advise us of any reasonable adjustments you may require to attend the interview when submitting your CV and cover letter.