

FCSCCT

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: August 16th 2021

Interview Date: August 24th/25th 2021

Contents

- Who we are & what we do
- Job Description
- Person Specification
- How to apply and selection process

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 or budget responsibility
Work schedule:	14 hours per week. Hours of work are negotiable within Monday – Friday, 9-5
Salary & benefits:	£20 - £23k (FTE) dependent on experience. 5 weeks holiday + Bank Holidays (pro-rata) and 10% pension contribution
Based at:	Scott Trusts office, Stricklandgate House, Kendal

KEY AREAS OF WORK

Main purpose of role

The Trusts have a small, dedicated team providing grant funding to a wide range of charitable and social enterprise organisations. The Finance and Office Administrator is a key role in the smooth running of all core functions. The Administrator's key task is to provide efficient and effective administrative and financial support across the Trusts. The Administrator will work 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 payment of grants
- Check, record and arrange authorisation for payment of invoices
- Manage office petty cash function
- Record employee expenses and arrange payment via payroll
- 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 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 relationships 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
- 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 	<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 Monday August 16th 2021. 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 24th and Wednesday 25th August 2021. Please advise us of any reasonable adjustments you may require to attend the interview when submitting your CV and cover letter.

*Interviews will take place face to face at our offices in Stricklandgate House, Kendal. The building is occupied by multiple local charities and accessed by individuals with increased vulnerability to Coronavirus. For this reason, the management of the building request that a face covering be worn in public areas of the building, unless exempt. Social distancing continues to be maintained within the Scott Trusts office, but face coverings are not required. Please be in touch in advance if you need any further guidance or clarity.